

## ***Welcome,***

First, let me start by saying that it has been a pleasure to serve as your Chairperson for this past year. You have provided me with a wonderful and valuable experience that has made every day unique. I will always remember with fondness having had the opportunity to serve the Menominee Indian Tribe of Wisconsin.

Briefly, in this welcome address I will highlight some issues but be sure that I will present more information during the State of the Menominee Nation address.

### **FISCAL:**

In September of 2002, the Tribal Legislature made a strong and fiscally conservative statement when budget appropriations were adopted. This statement was that MITW must have a balanced revenue budget and try to live within the revenue projections. The decision to cut \$3.2 million was not easy **BUT** it needed to be done. There was very little money left in the reserves account that to continue the practice of drawing down millions of dollars to fund programs was no longer a possibility. The Tribe had some help with funds from the Clinic third party and interest but these dollars were only used for Aging, Burial Assistance and Maehnowesekiyah.

The start of FY 2003, or October 1, 2002, was marked by the lack of completed federal appropriations and funding allocations until spring 2003. The Tribe had to support many programs with Tribal funds that should have been able to draw down on Federal dollars but could not. Services were able to be continued and many members did not even feel the crunch. It must be noted that this would not have been possible without the assistance of the Program Directors who worked hard to exceed their revenue projections. In addition, credit must be given to the Program Directors who provided quality services while still staying well below their revenue appropriation. Through the hard work of many employees their efforts paid off. Even through FY 2003 was touched with a number of financial issues, the Tribe persevered and became stronger.

### **COMPACT:**

During my tenure as Chairperson, the tribe completed negotiations with the State of Wisconsin on our Tribal gaming compact. A summary of the compact details was announced at the May 3, 2003, Special General Council on the Casino. Tribal members have seen the implementation of the new games and with these new games; MCBH has seen an increase in revenue. You have also seen the necessary improvements that have taken place within the past year at MCBH. The Tribe must maintain our largest revenue generating source. This next fiscal year you will again see continued improvements at the Casino.

### **KENOSHA:**

The Tribal Legislature has renewed our efforts to secure a Casino in Kenosha. In late October 2003, the Tribe entered into a Development Agreement with Dennis M. Troha, a Kenosha businessman and the Mohegan Tribe which owns and operates the Mohegan Sun Casino. This development agreement will have these two entities providing **their** risk capital and assistance. This assistance will cost the Menominee Tribe approximately 13.4 percent for seven (7) years after the Casino opens the doors. This is a considerable lower rate and less time period as compared from the previous project. The entities will not have any management responsibility over the new facility.

We have done extensive lobbying at the State level and limited lobbying at the Federal level. All indications at the State level are very favorable in both Houses and Parties. The general consensus is "If anyone deserves an off-reservation casino, it is the Menominee Tribe. The Governor continues to be very helpful and has stated that he will give his required concurrence both times if we remain cognizant of issues and criteria for off-reservation gaming.

I realize that some members might be upset that this info is not reported in more detail in the Tribal News however, keep in mind that some other Tribes, people and journalists (MTN subscribers) hope that the Tribe is not successful in this endeavor and continue to look for ways to discredit, hinder or stop the project. The Tribal Legislature needs to be very careful with the information that is provided and disseminated. However, as opposed to the other project, you can rest assured of the following;

1. Information is always available to members of the Legislature. You should be able to question any of them concerning the status of the project.
2. Actions and directions are discussed and agreed upon by all Legislatures.
3. There are no side bar or sweetheart deals **for anyone**. All communications are handled in the open and negotiated by the Legislature. To this end, the Chairperson never handles any of the processes alone.

**STRATEGIC PLANNING:**

This year the MITW Legislature decided that the plan of "TO HELL IN A HAND BASKET" was not a good mission for an entity of our sizes and caliber so we started the initial phase of Strategic planning. This first phase involves only the Legislature with subsequent phases involving the Administration, Directors and Community. MITW will attempt to secure some form of governmental financing since these phases will be quite costly. YET, the benefits of a strategic plan will be immense. Long range planning will assist the Legislature to provide direction to Administration and related programs, resulting in more efficient and effective use of Tribal dollars. Below is our draft Mission Statement

***Draft Mission Statement:***

The mission of the Menominee Tribal Legislature is to sustain the Menominee Nation. Our oath is to promote and protect the best interests of the people of the Menominee Indian Tribe of Wisconsin. Our guiding principles will be promotion, protection, and preservation of all Menominee resources and rights while fostering Menominee culture. We will meet our mission through responsible leadership, judicious exercise of sovereign and constitutional powers, and under the authority granted by the Menominee people.

**COMMUNITY MEETINGS:**

The Legislature by Constitution holds quarterly community meetings. I believe that these forums have extreme value for all community members but we have had very little participation. This year the communities that I serve are Zoar and South Branch. Tribal members should have seen the various charts which were established and published for these two communities in order to provide a means of tracking issues. The jury is still out as to whether or not if this is an acceptable format for the communities. However, I believe members of each community should ask their respective Legislative representatives to develop some tool which will allow for recording, responding and tracking of their concerns.

In closing, it is my greatest wish for you that you feel I have served you admirably and without any hint of impropriety. I remain steadfast in keeping my promises to you, **HONESTY, OPEN COMMUNICATION and FISCAL RESPONSIBILITY.**

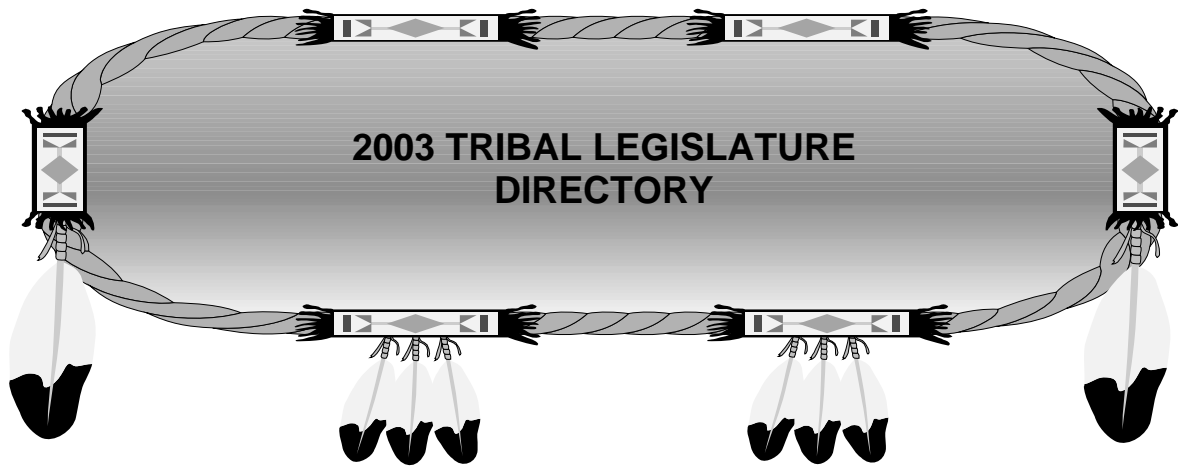
Respectfully.

Joan R. Delabreau

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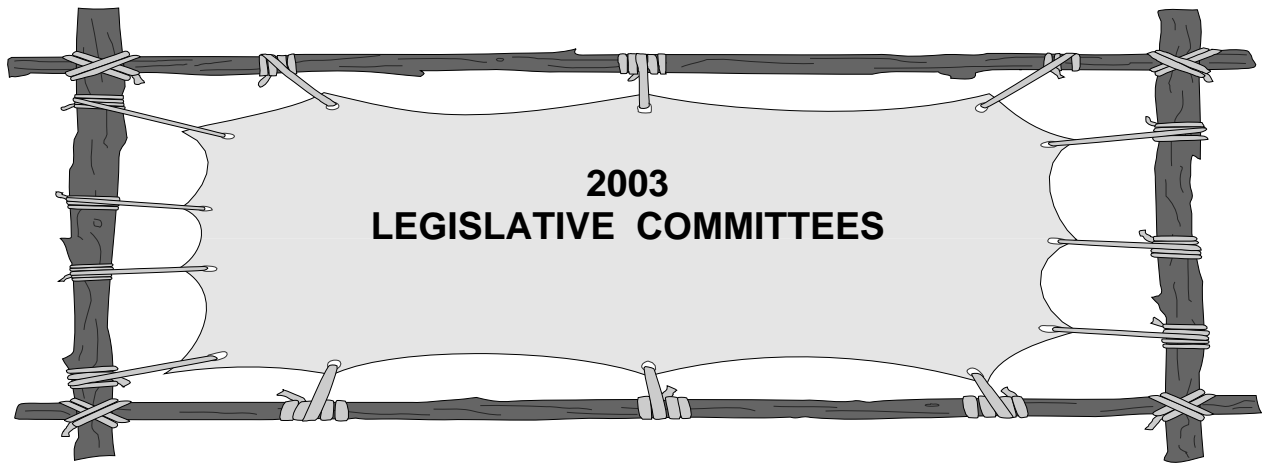
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**BUDGET & FINANCE COMMITTEE**

**CHAIRPERSON:** Laurie Reiter

Michael Chapman  
Tony Waupochick, Sr.  
Ann Marie Johnson  
Kathy Kaquatosh – Finance  
Dan Maine - Insurance

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**CHAIRPERSON:** Laurie Boivin

Dave Corn  
Bernard Vigue  
Wendell Askenette  
Pat Corn  
Dave Grignon  
Jim Horton  
Susan T. Waukau

**ENFORCEMENT & RESOURCE PROTECTION**

**CHAIRPERSON:** Gary Besaw

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Judy Duquain  
Bill Kussel  
Leon Fowler  
Brian Lepscier  
Barbara Nelson  
Gary Schuettpeiz  
Lynette Miller

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Laurie Boivin  
Annmarie Johnson  
Kathy Kaquatosh  
Ben Kaquatosh  
Annette Warrington

**HEALTH & FAMILY COMMITTEE**

**CHAIRPERSON:** Gary Besaw

Mary Husby  
Duane Waukau  
Shannon Wilber  
Betty Jo Wozniak  
Jerry Waukau

**HOUSING COMMITTEE**

**CHAIRPERSON:** Lisa Waukau

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Dave Corn  
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Roxanne Bigfire

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Dr. Verna Fowler  
Amy Waukau  
Dr. Donna Powless  
Karen Washinawatok  
Virginia Nuske  
Rose Wayka

MISD SCHOOL Board Rep  
CMN Student



## TRIBAL AD HOC COMMITTEES

### **MTL/MISD TASK FORCE**

**CHAIRPERSON:** Tony Waupochick  
Chapman  
Lisa Waukau  
Ann M. Johnson  
Alan Caldwell  
Dr. Powless  
John Rothlisberg  
Wendell Waukau  
Jonesy Miller

### **MTL/MEN. CO. TASK FORCE**

**CHAIRPERSON:** Michael  
  
Sarah Skubitz  
Elizabeth Moses  
Ron Corn  
Annmarie Johnson  
Randy Reiter  
Laurie Boivin

### **ELDERS/RELINQUISHMENT**

**CHAIRPERSON:** Sarah Skubitz  
Earl Wescott  
Sid Dodge  
Lorene Pocan  
Sadie Spoon  
Edwin Wilber  
Tillie Zhuckkahosee

### **MTL/MTE TASK FORCE**

**CHAIRPERSON:** Lisa Waukau  
Laurie Reiter  
Gary Besaw  
Joe Besaw  
Melissa Cook  
Jerilyn Grignon

### **EXECUTIVE COMMITTEE**

Joan Delabreau  
Gary Besaw  
Laurie Boivin

### **CASINO AD HOC**

**CHAIRPERSON:** Laurie Boivin  
Laurie Reiter  
Sarah Skubitz  
Tony Waupochick

## AGING DIVISION

Georgetta Coon, Director

The Menominee Aging Division comprises the former Commission on Aging and the Wolf River Community Based Residential Facility. The two agencies merged in 1999 by Legislative action. The Menominee Aging Division operates and is guided by the principles of the Older Americans Act that was enacted by Congress in 1965.

The Menominee Aging Division provides services to individuals 55 years and older, to both the Native and non-Native population. The Division also provides limited services to disabled and physically challenged individuals. Some of the services include the following:

Home Delivered Meals, Congregate Meals, Community Based Personal Care Services (Based on medical needs and age), Activities and Special Events, Recreational events, Transportation for Medical Appointments, Community Services Block Grant Assistance (for Medical supplies, equipment, catastrophic needs), elderly maintenance assistance (Based on medical needs and age), Judicare and Advocacy. Other services include Information, Referral and Outreach, Health/Wellness activities, Disease Prevention and Benefit Specialist Services. Through special grants, we are able to provide temporary home health and respite care services for elders being cared for in their homes. The grant also allows for training and support services for the primary caregivers. The following provides a synopsis of some of the funding sources and services provided.

### **FEMA GRANT**

For the 2003 year, the Aging Division received a small amount of funding from Menominee County through FEMA. The total amount was \$3,500.00 that provided elders with emergency funds for food, temporary shelter, and assistance with utilities and heating. All monies were exhausted.

21 Elders were served from this funding source.

5 Denied services due to the following:

1 Under the age of 55

1 Bill already paid

2 Received funding from another source

1 Lack of Documentation

### **NATIVE AMERICAN CAREGIVERS PROGRAM**

The Native American Caregivers Program is in its third year of four years of federal funding. The funding is intended to serve Native Americans who are caregivers in the home who take care of an elder or disabled loved one. Our program has six Community Caregivers (who are Certified Nursing Assistants) to provide the primary caregivers a break or respite. The Community Caregivers go in the homes and provide personal care for a specified number of hours, which varies depending on the situation. The impact of this service is that many of our elderly/disabled remain in their homes (which they prefer) rather than go to an assisted living facility or a nursing home. This is also more cost effective.

During this past fiscal year, unfortunately, two of our elders who were receiving our services passed away. However, according to their wishes, they were able to remain in their homes with the services provided by this program.

The total number of caregiver hours spent in the homes providing respite care to a primary caregiver for this fiscal year was **4,090** hours. This figure does not include the Coordinator's hours spent in supervision/administration.

A grant application was submitted to the Dr. Scholl's foundation in March 2003 to support the goals and objectives of this program. Notice of the awards should be made public by November 2003.

### **NUTRITION PROGRAM**

The Menominee Aging Division continues to operate the elderly meal centers. The centers provide both congregate and home delivered meals to the elderly and disabled.

Projected number of congregate meals served **5,346**

Projected number of home delivered meals **8,534**

### **WOLF RIVER CBRF**

The Wolf River Community Based Residential Facility houses living quarters for 13 adults. Residential services include room and board with three nutritious meals per day with accommodations for special dietary needs, laundry services, personal care assistance, leisure activities and supervision of residential care by a professional nursing supervisor.

Average monthly room occupancies: 6 residents.



This year, the CBRF has expanded the services to include short-term stays; adult day care and respite care services.

Grants and allocations from Federal, State, County and Tribal governments and public donations fund the Menominee Aging Division.

Goals for 2004 include long term strategic planning, seeking funding for expansion and continuing to enhance the services for our precious elders.

## **ATTORNEY, PROGRAM**

Rita Keshena, Tribal Attorney and John Wilhelmi, Program Attorney

The Program and Tribal Attorney's Offices were combined near the close of the previous fiscal year. The Attorneys' Office is responsible for serving in the capacity of staff attorney for the Tribe, and, as such provides legal assistance to not only the Tribal Programs and administrative staff relative to their scope of work but also to the Tribal Chairman and the Legislature. The office is funded through the indirect cost pool.

The office provides legal representation in many ways, including issuing legal opinions, drafting contracts, advising on personnel matters and grievances, negotiating with federal, state and local governments and representing the Tribe in various courts including Menominee Tribal Court, Wisconsin Circuit Courts and the United States Court of Appeals for the Seventh Circuit.

It is the goal of the Attorneys' Office to organize, build, and develop the Office into a high-quality law office meeting the daily legal needs of the Menominee Tribe.

## **OPERATION OF TRIBAL GOVERNMENT**

Joan Delabruce, Chairman

Austerity is the name of the game, again, unfortunately. With taking from Peter to pay Paul, the Tribe has managed to continue operating. We have had to lay off people for short times when the budgets were not able to cover them, or just let them go altogether. We have managed to keep what we currently have operating with supplemental dollars from other programs. It has taken a lot of time and a lot of meetings to try to stay on top of business. The Legislature has had 52 meetings, not counting the 20 public hearings, to do this. There were three Special General Councils to keep the people informed – one on the issue of per capita payments, mainly the lack thereof; one in March on the stumpage issue, nothing forthcoming there either; and one on the casino operation in May as had been called for from the General Council of January. Our Menominee people are a very intelligent lot, and when given the facts, understood and accepted the necessary belt-tightening that had to be done. None of us like it, but it gets done, and we really have to thank our leaders, both on the Legislature and the various directors of programs, for leading and guiding us through these troubled times.

We have not been able to do any kind of citizen grant requests (helping individuals who have various financial problems) this past year and it has not been easy to have to tell people we are unable to help, and we thank every one for understanding. This same situation will probably exist yet this coming year. Does this all sound like gloomy gus? Amazingly, NOT! Everybody seems to have rallied to the challenge, and is doing what has to be done.

This doesn't mean that there have not been advances made. Just look around your home town, your community, and notice the strides we continue to make. You see new busses taking people where they need to go. There are homes going up enabled by new financing methods. Utilitarian needs are being met housed by the new construction such as the highway shop, the sanitation projects in Neopit and Keshena, and some others just getting started. Of course, to accomplish more means new sources of revenue need to come in.

The new games are coming in at the casino which we hope will generate more income, rather than just barely meeting projections as in these past years. We admit there may be increased competition but with skilled marketing this should be able to be overcome. Of course, our white buffalo is still somewhat hobbled by the lawsuits raised by state legislators. This makes some potential gaming-venture people nervous, but the Tribe is still pursuing our dream. As you can see, no matter what the obstacles may be, our tribal leaders are being very diligent in seeking new revenue sources.

Stumpage payments are being worked on and some progress is being made. There is still the big issue of the backlog of uncut/un-harvested timber. As we mentioned at the top, meetings are being held to work out some kind

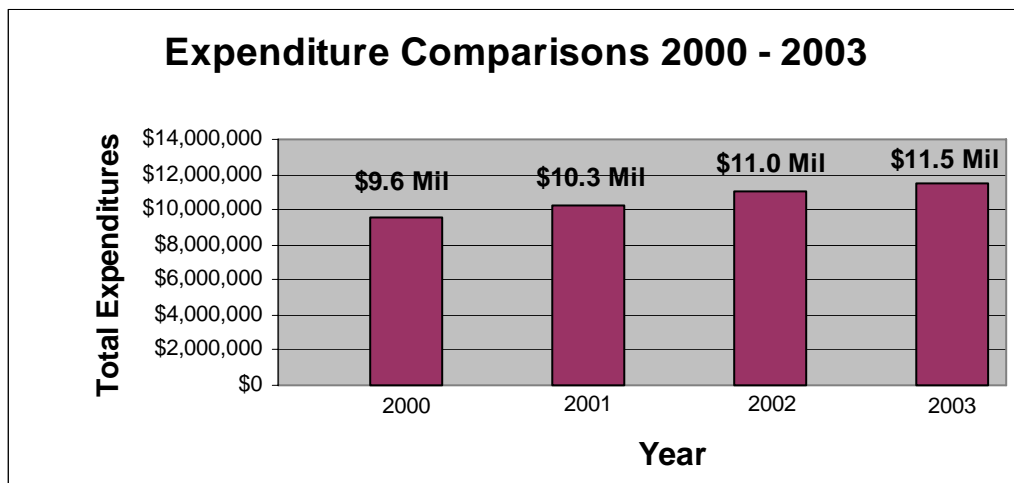
of solution. The Stumpage Ordinance has been approved and a motion was made to have MTE come up with a payment by December, and we will have to watch the Santa Sleigh to see if we get something in our stockings this year. This would be the first year of an annualized payment being made to individual tribal members since 1975 or so.

So, we find ourselves in the same financial condition as the rest of the country. We are blessed here with fresh air, clean water and friends and colleagues who will, and have, come to each others aid if needed. You couldn't ask for bluer skies, greener grass and trees, or any of the things that really count. So, we as a Tribe, should continue to do our best to achieve a quality of life that will be healthful and comfortable for us all, and thank the Great Spirit for all that we have and continue to be blessed with.

## CLINIC

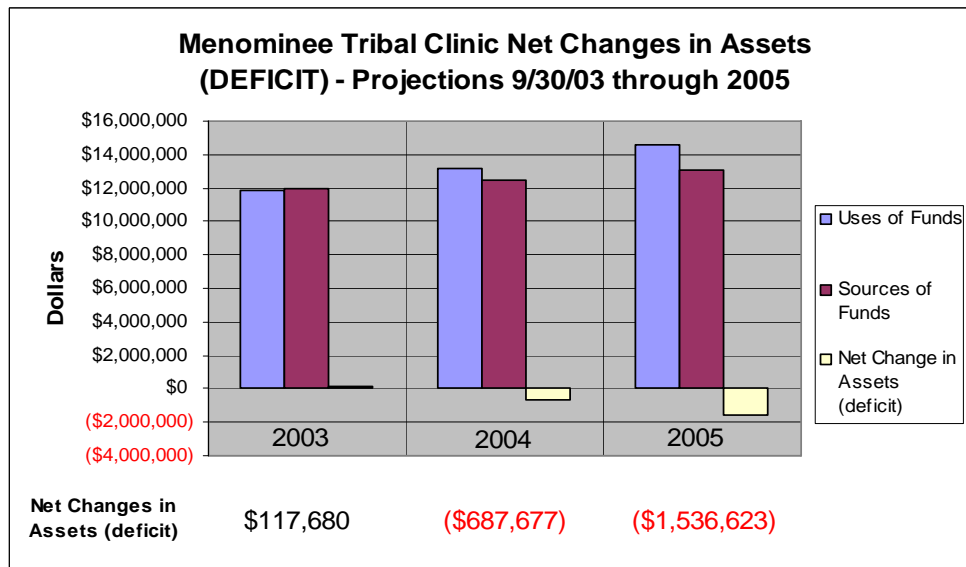
Jerry Waukau, Administrator

The mission of the Menominee Tribal Clinic is to provide quality, accessible and comprehensive health services in the area of medical, dental, and community health services. We serve 4,000 eligible Native Americans residing within our service delivery area. In Fiscal Year 2003 we spent approximately \$11,459,863 on health services and this compares to \$11 million in 2002, \$10.3 million in 2001.



(Chart 1)

Funding streams have been adequate to maintain a comprehensive health care delivery system. We are projecting funding requirements based on projections September 30, 2003 through September 30, 2005 at \$11,866,880; \$13,172,237; and \$14,621,183 (Chart 2). The sources of funds to meet these requirements are projected at \$11,984,560; \$12,484,560; and \$13,084,560 (Chart 2).



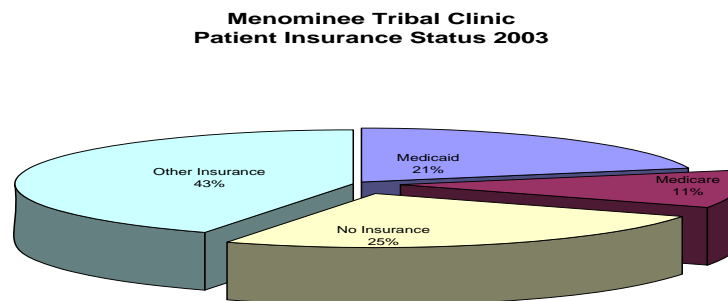
(Chart 2)

The net result is a projected profit of \$117,680 (2003) and deficits of \$687,677 (2004), and \$1,536,623 (2005) (Chart 2). The Menominee Tribal Clinic, based on these projections, will need to use any existing cash reserves to meet these requirements. In addition we must maintain a sufficient reserve fund to meet our cash flow needs, cover equipment replacement needs and be prepared to handle any emergencies that may arise. The changes in the Insurance Plan will put additional strain on the Contract Health Service budget, as we will be forced to pick up additional cost with co-pays and deductibles and will require us to monitor the effect on the clinic finances.

The Menominee Tribal Clinic will continue to face many challenges in the health care business, as it is an ever changing industry. The Business Plan is a major roadmap and essential tool to be used in the management of the organization. Major decision points that require attention by management during the progress of this plan include:

- Maintenance of cash reserves to meet critical areas of service delivery.
- Maintain current levels of service to patients.
- Address shortfalls of funding from other agencies.
- Community health model – funding for preventive medical services.
- Professional staff recruitment and retention.

The number of patients who have no type of insurance has increased from 532 (2002) to 613 in FY 2003. This is a financial risk we have to cover, as we are required to cover any eligible patient that seeks use of the clinic.



(Chart 3)

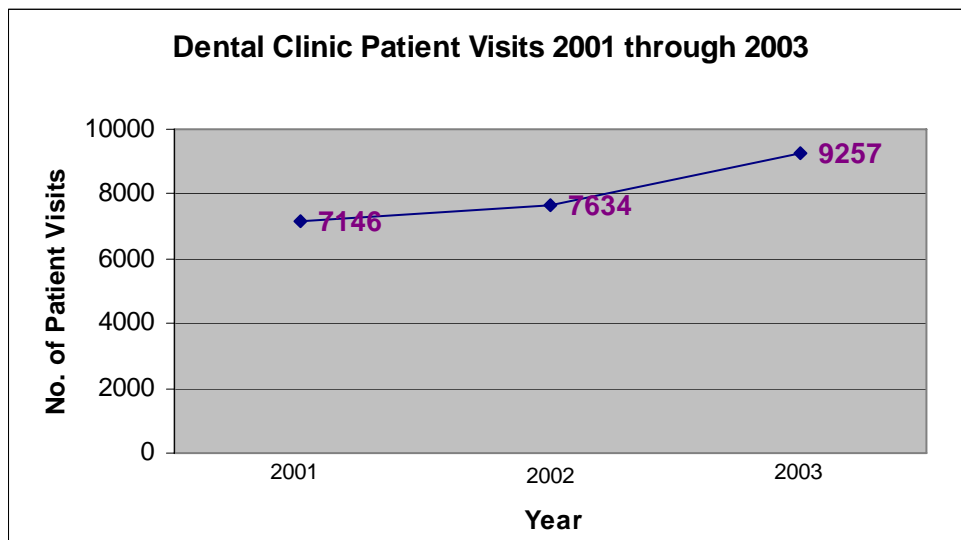
**2003 Financial Summary Report  
Menominee Tribal Clinic**

<u>Ledger Number</u>	<u>Contract Name</u>	<u>Total Expenditures</u>
1 156	2003 3 <sup>rd</sup> Party Budget	\$ 4,200,000
2 308	2003 Indian Health Service Contract	\$ 6,300,000
3 317	HISHIS Special Diabetes Prog for Indians	\$ 350,000
4 342	Rural Health Network	\$ 166,645
5 343	Office of Rural Health Policy	\$ 31,500
6 701	Women Infants & Children (WIC)	\$ 81,326
7 702	MCH Reproductive & Perinatal Health	\$ 57,288
8 710	Adolescent Health	\$ 76,365
9 715	Immunization	\$ 12,976
10 716	Tobacco Control Community Coalition	\$ 22,101
11 717	Cooperative American Indian Health	\$ 10,000
12 722	WI Well Women's Program	\$ 20,500
13 732	Medicaid Eligibility Outreach Program	\$ 40,738
14 735	EMS Funding Assistance Program	\$ 5,595
15 738	Tobacco Control Community Coalition	\$ 22,842
16 739	Child Lead Poisoning	\$ 1,393
17 471	Preventative Health Services Block Grant	\$ 11,175
18 742	Fluoride Mouth Rinsing Program	\$ 2,031
19 910	WINGS Obesity Prevention Program	\$ 8,112
20 911	Rural Infant Health Program	\$ 10,000
21 913	Tobacco High School Interview Project	\$ 1,730
22 916	WI Diabetes Control Program	\$ 5,063
23 919	GLITC/WNC Tobacco Mini Grant	\$ 2,000
24 927	GLITC Spirit of Eagles	\$ 2,750
25 941	Green Bay – Vitamin Settlement Grant	\$ 8,733
26 963	Menominee Commercial Tobacco Abuse	\$ 5,000
27 964	Shawano Medical Center Health Initiative	\$ 4,000
	<b>TOTAL</b>	<b>\$ 11,459,863</b>

## DENTAL

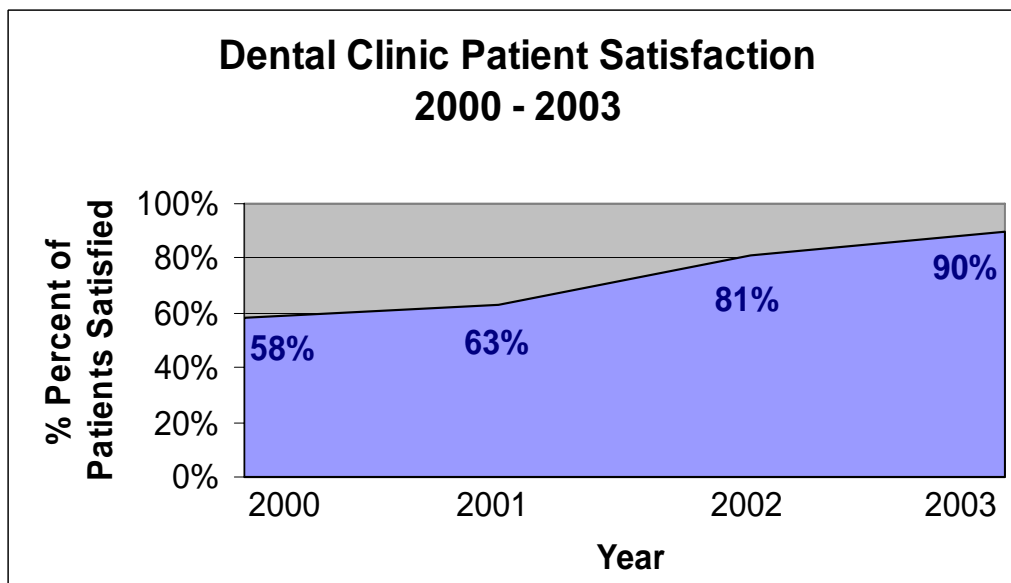
**COMMUNITY PREVENTIVE PROGRAMS:** (1) The effort to increase the clinic availability to diabetic patients increased another 6% in 2003. This is up 24% since 2000. (2) The communities of Keshena, Zoar, Middle Village, Redwing and Neopit have fluoridated water systems that are maintained as close as possible to the optimum level. (3) A weekly fluoride rinse program is performed for children in grades K-6. The program covers about 700 students. (4) Information and counseling is provided to people concerning the dangers of smokeless tobacco. Referrals to the Tobacco Cessation Program are made when appropriate. (5) Approximately 190 children were seen through the Headstart program. (6) Presentations on oral health were given at the Keshena Primary and Neopit Tribal Schools.

**CLINICAL PREVENTIVE PROGRAMS:** (1) Tammy Keller, RDH has been working with the Well Baby Program and WIC to provide oral screenings and fluoride varnish to the children in those programs. (2) Pit and fissure sealants are placed on permanent posterior teeth when indicated and a sealant clinic is held every summer. (3) Oral hygiene instructions are provided to the patients by the hygienist primarily. (4) Topical fluorides are used when needed. (5) Systemic fluoride supplementation is used when needed. (6) Patients with periodontal disease are counseled on the causes and prevention of the disease. They are offered more extensive therapy by the hygienist; more frequent recall visits and home care instruction. The dentist monitors the progress and more aggressive therapies may be used. If necessary, the patient may be referred to the specialist at his or her own expense. (6) Children 12 years old and under that are cavity free are inducted into the *No Cavity Club*. The names of the members are printed in the *Tribal News*.



(Chart 4)

Note: Added another dentist and two part-time hygienist, in the middle of 2002, which has increased patient visits and has increased overall patient satisfaction in 2002 and 2003.



(Chart 5)

## OPTOMETRY

The department consists of one full-time and one part-time optometrist and two optometry technicians. A variety of services are provided, which include: comprehensive eye exams, diabetes vision and eye health testing, emergency/urgent eye care, walk-in clinics, contact lens services, eye glass dispensary, and eye glass repair. The department hours are Monday through Friday 8:00 AM to 4:30 PM.

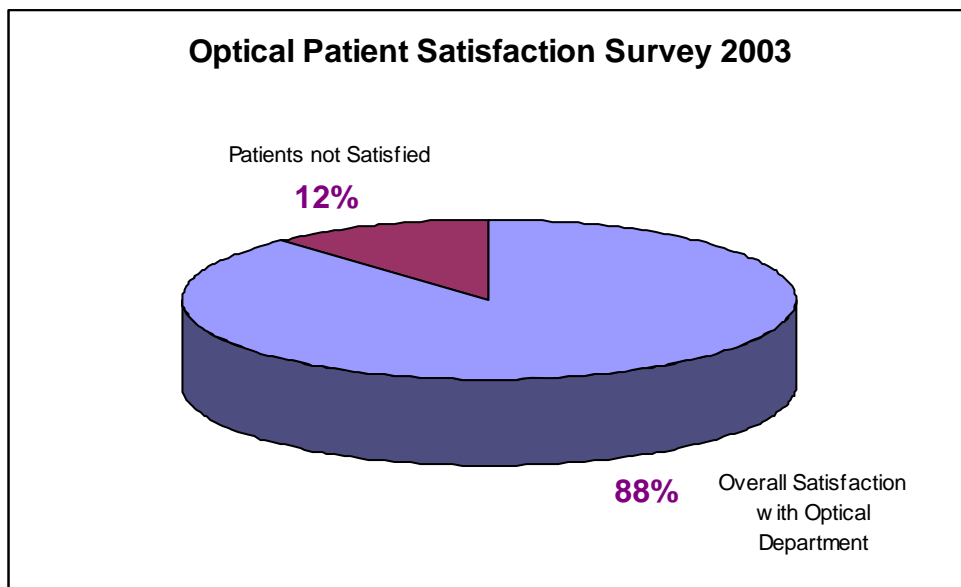
The doctors provided 2005 total patient encounters; of these 1356 were comprehensive examinations and 649 were "other professional services". These "other" services include contact lens fitting and dispensing, emergency walk-ins and other special testing. This is an overall increase in total patient encounters by 7% over last year. (Last year there were 1307 comprehensive exams and 575 "other professional services" provided...for a total of 1881 total patient encounters.)

Diabetic retinopathy is a leading cause of blindness, therefore, diabetes is taken very seriously and diabetics are encouraged to be examined yearly so vision loss can be prevented. A total of 235 diabetic eye health exams were performed. Of these, 29 patients were referred to a specialist to have some form of diabetic retinopathy treated. Of these 29 patients who were referred at least one-third of them have significant vision loss or blindness in one or both eyes. The no-show rate for our diabetic patients is > 30% which is much higher than the overall no-show rate. This year a new digital camera was purchased to improve care for our diabetic patients. The camera documents eye conditions from one year to the next and allows us to better diagnose and treat vision threatening eye conditions.

September 2003 marked the first month of the Tuesday morning walk-in clinics. People arrive at 8:00 AM to sign up for an eye exam. At this time only one doctor sees walk-ins and the other sees scheduled patients on that morning. For the month of September 2003, the Optometry department examined 40 walk-in patients. The average number of walk-ins from January through August 2003 was 24 walk-ins per month. This is a significant increase and patients are happy to be seen right away. It currently takes 4-5 weeks to be seen for an eye examination by appointment.

This year Dr. Chelberg performed school vision screenings at Keshena Primary, Menominee Tribe Headstart, Tribal school and Neopit Middle school. Those who failed were followed up with either by a community health nurse or the school nurse. Parents are then encouraged to bring the child in for an eye examination.

Due to the high number of no-shows a new policy was developed, very similar to the dental department policy. The new policy was implemented in September. It states that after three no-shows without adequate notice of cancellation the patient's appointment privileges will be revoked until reinstated by the health board. Children are excluded from this policy.



(Chart 6)

## MEDICAL

The mission of the Menominee Tribal Clinic Medical Department is to obtain primary medical care and treatment to the greater Menominee Tribal Community. The department consists of six (6) Family Practice medical providers, and two (2) Nurse Practitioners. Each Medical Provider has a Registered Nurse or Licensed Practical Nurse to

assist him/her. The Tribal Clinic also provides an acute care Triage system. The department provides service Monday through Friday from 8:00 AM to 12:00 PM and 1:00 PM to 4:30 PM. Dr. David Bivins and Dr. Amy Slagle were recruited to replace the vacancy left by Dr. Kate Keshena and Dr. Albert Exner.

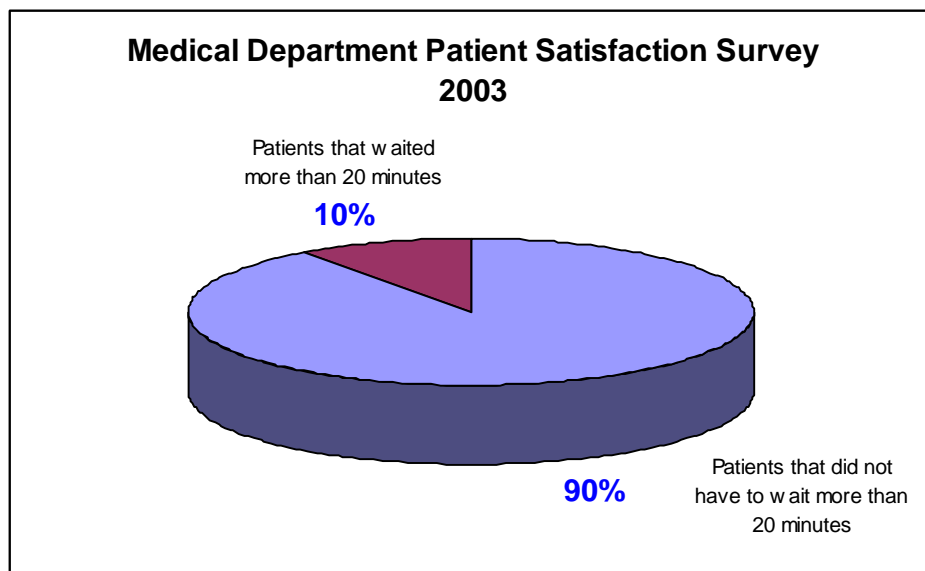
The Physical Therapy department continues to operate three (3) days per week. The no-show rate is 24%. The Therapist sees approximately 150 patients per month.

The department continues to utilize the services of Dr. Fletcher, Cardiologist, two (2) half days per month. This eliminates the need for patients to travel to Appleton for those services.

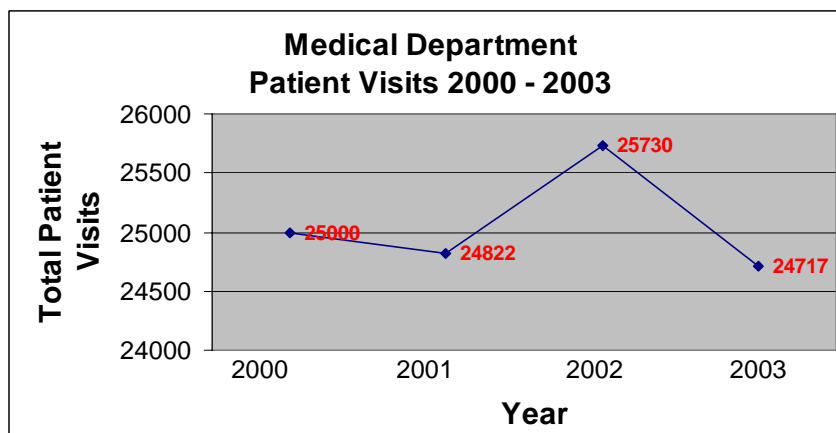
The six (6) physicians rotate on-call and hospital round. They continue to provide support and continuity of care to surrounding Nursing Homes to evaluate and treat patients. The current census is 21 patients in local nursing homes.

Dr. Keenan serves on the Tribal Child Protection Committee and EMS Department. Dr. Slagle is Medical Director of the Community Based Residential Facility, and serves as the Medical Advisor to the Infection Control Committee. Dr. Guenther serves as Medical Advisor for the Diabetic Program.

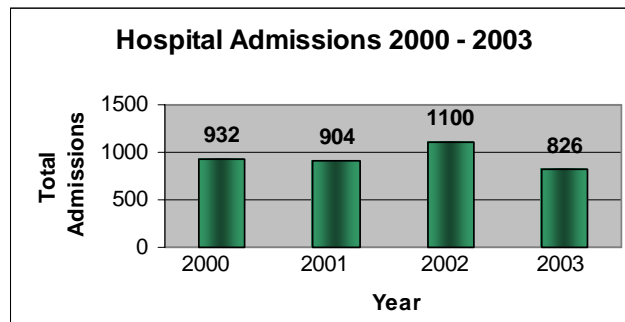
Educational and clinical experience was provided for 13 Medical Students and two (2) Residents who did rotations in the medical department during the past year.



(Chart 7)



(Chart 8)



(Chart 9)

## MEDICAL RECORDS

As required by the Health Insurance Portability and Accountability Act covered entities had until April 14, 2003 to come into compliance with the standards. MR supervisor and the clinic Business Manager have been meeting and working toward HIPAA Privacy Rule compliance including adapting various HIPAA compliant forms, e.g. authorization for disclosure of protected health information and request to correct/amend a record, for use at our facility. Emphasis is being placed on ensuring access to and use of patient information by staff members is restricted to those functions necessary to carry out official duties. MR supervisor spoke on how to identify protected health information and how to safeguard that information at the June employee in-service.

Per JCAHO recommendation clinic departments were instructed to submit proposals for performance improvement projects to improve the quality of patient care services. A project for reducing the occurrence of lost/missing patient records was completed resulting in additional staff training and initiation of procedures to ensure both the department receiving the record and the MR Department had written documentation of the record requested. No patient records have been reported lost in more than one year.

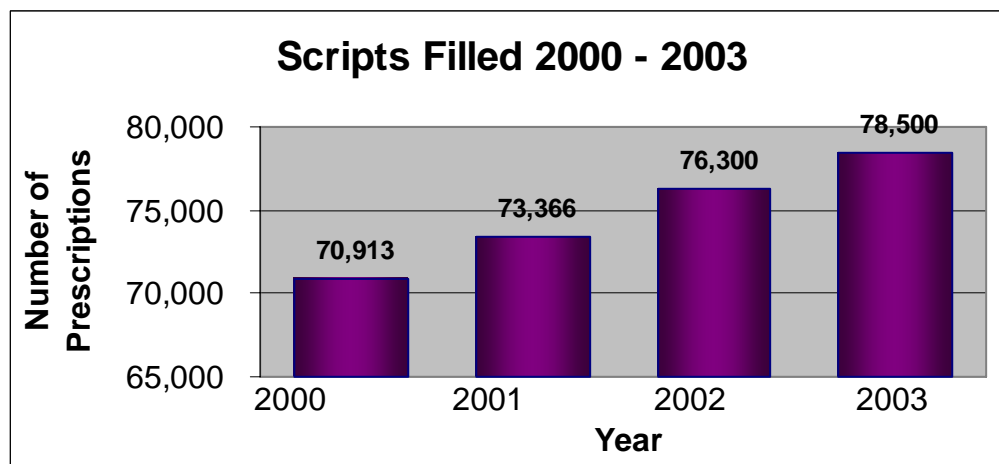
MR staff completed job related competency exercises to demonstrate skills and ability to perform duties/tasks rather than just display passive knowledge.

MR staff continues to attend related training to enhance their skills and knowledge in the health information management area.

## PHARMACY

The Pharmacy & Therapeutics Committee added the following drugs to our formulary: Advair Discus, Haloperidol 2mg, Escitalopram 20mg, Sumatriptam 100mg, Lipitor 80mg, Prilosec 20mg, Lisinopril 40mg, Prevacid 30mg, and Zatidor Ophth Soln. Many of these were added to solve insurance billing rejections.

This year, 2003, the Pharmacy will dispense approximately 78,500 prescriptions. This is up from last year by about 20 prescriptions per day. The busiest month was January when we filled 7005 prescriptions. The busiest day was Jan. 2<sup>nd</sup>, when we filled 546 prescriptions. For 2004, I estimate we will dispense 82,000 prescriptions.



(Chart 10)

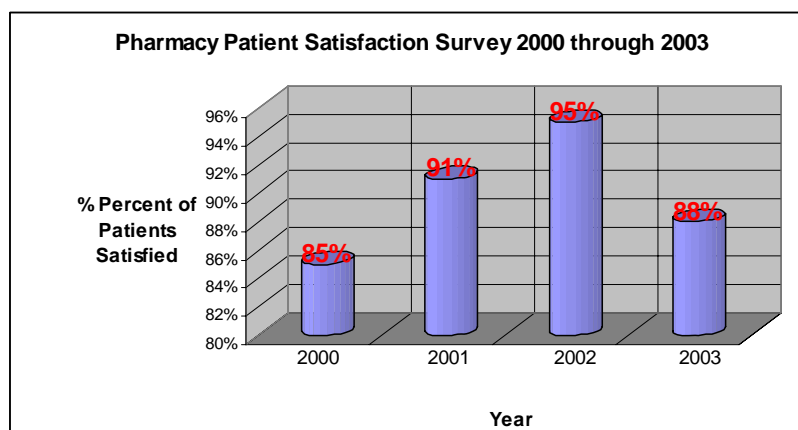
Amber Kaquatosh was hired this year as a pharmacy Assistant. Ann Smith-Kessen came back after 2 years of military leave.

A new Prescription label printer was purchased to replace the printer that died. It is significantly faster than the old printer.

Amy Rothlisberg has been working with the committee on pain management, setting up policies and guidelines.

There have been many drug shortages this year. We have been borrowing drugs from some of the Shawano Pharmacies to provide medication to our patients and replacing them when orders are delivered. Costly generics have also been purchased as they were often the only alternative.

We have been trying to set up electronic prescribing for use in-house but have not been able to find software that is compatible with current software. It would simplify the current prescribing process.



(Chart 11)

## **RADIOLOGY**

There were a total of 3,816 patient encounters in the department. Total films used 8,747 and 3,084 total x-ray exams and interpretations. A new revolving door was installed entering the dark room. Now there are no light leaks fogging film. A radiological health and safety survey was completed by the Indian Health Service. One of the findings was to use quality control equipment for ensuring continuous and reproducible film. Prices for this equipment are being researched and will be included in equipment replacement plan for 2004.

## **NUTRITION DEPARTMENT**

Preventative Healthcare continues to be a focal point for the Tribal Clinic and the Nutrition Department continues to network with other departments as it strives toward its goals. This is the first full year of having a second Dietitian on the Clinic's Staff has been a great asset to the mission and goal's of the nutrition department. The department director has been able to spend more time and energy in meeting the outpatient needs on the clinic's diabetes and cardiac patients. Gathering of statistics and implementation of Medical Nutrition Therapy have both increased in the past year as we strive to focus on the elevating rates of obesity and diabetes on the reservation. Community screenings have produced earlier Type II Diabetes diagnosis and therefore earlier, more successful treatment of the disease.

The overall eating and cooking habits of the community were addressed in the past year. The Nutrition Program provided technical assistance to the MISD in revamping their meal delivery system. The district has established a "Team Nutrition" taskforce, which is a USDA/DPI nutrition program. The Nutrition Department worked diligently with USDA in Chicago and DPI in Madison to obtain; funding and staffing for a Native American classroom curriculum entitled WOLF: Work-Out Low Fat. Training for district and Tribal School Grade 1-4 teachers and Physical Education instructors were held, and implementation of this curriculum began January 2003.

Work has continued with the UW-Madison Health System in providing data and strategic planning to their Childhood Obesity Prevention Project that focuses specifically on Native American Populations. The Nutrition Department continues to provide nutrition information to the general community in the form of nutrition newsletters, newspaper articles, diabetes outreach efforts, and speaking engagements in the schools and other community programs. The dietitian is increasing his role of educating the community's children by speaking in the school classrooms and by providing technical assistance with the school curriculum.



**Statistical Information (YTD)**

➤ Individual Client Visits:	288
➤ Diabetes	175
➤ Obesity	69
➤ Agency Contacts	216

**WOMEN INFANT CHILDREN (WIC)**

The Women, Infants, and Children Program provide valuable nutritional and prenatal counseling to the Menominee Indian Tribe of Wisconsin. The WIC Program has provided childbirth classes, breastfeeding classes and consultation, and smoking cessation referrals, all showing a strong commitment to the future generations on the Menominee Nation.

We are in our first full year of increasing the nutritional services to the community with the addition of a second Registered Dietitian. With the additional staffing, we have been able to provide more thorough counseling services to the WIC population. This is evident in the statistical improvements below, especially the 0% reported alcohol usage during pregnancy, the ever increasing breastfeeding rates, and the continued decline in smoking reported during pregnancy.

The tribe continues to be a leader in the state regarding breastfeeding rates. Our Certified Lactation Educator (CLE) has successfully initiated a breast pump loan program with all 18 pumps being routinely checked out each month. She has also provided numerous breastfeeding promotions throughout the year including World Breastfeeding Week and a special Brunch for WIC moms and their children.

We have contracted with the state to screen our children for elevated Lead levels. This allowed the WIC Program to collaborate with the medical department to ensure proper screening intervals were being met. Although the reservation has seen low Lead level rates in the past, this program will lead to early detect and early intervention of elevated readings.

The WIC Project has collaborated with the UW-Madison Health System in the Childhood Obesity Prevention Study that is specifically aimed at Native American Populations. Chart audits were performed and we are looking at risk factors in our Menominee Youth that may predispose them to Diabetes and Obesity. Since intervention strategies need to be initiated in the home setting, the WIC Program will be a vital component in establishing parent education sessions to help decrease childhood risk factors.

**Statistical Information (YTD)**

➤ Caseload FY03	513
➤ Education Contacts	1508
➤ Breastfeeding Incidence	51%
➤ Smoking During Pregnancy	34%
➤ Alcohol During Pregnancy	0%

Government reports still showed that for every dollar spent on the WIC program, \$2 is saved in health care costs related to the WIC population. As per our statistical information, we have shown improvements in the prenatal health of the Menominee Nation. With the increase in 1 FTE Dietitian we have stretched the dollars that we receive from the State WIC Program to its furthest level. Additional local funding is vital to our program's existence. It is important that the department receives adequate funding from the tribe if we wish to continue to address the health and nutritional needs of the population.

**WOMENS PERSONAL HEALTH**

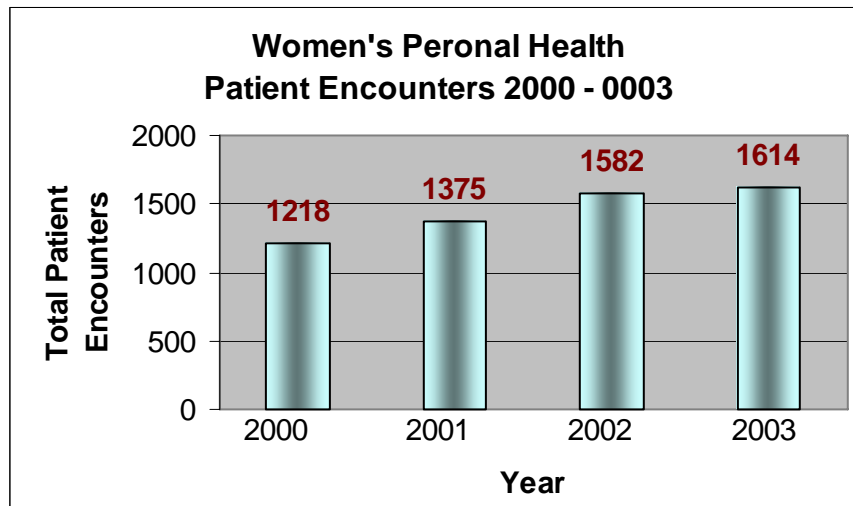
The Women's Personal Health department at the Menominee Tribal Clinic provides a multitude of services for women and men of all ages. Among these services are contraceptive counseling and prescribing, mammogram referrals, prenatal visits, transportation to appointments, prenatal classes.

The WPH program saw 1614 clients this grant year. This number continues to climb yearly. Ten years ago (1993) the program saw 663 clients. These visits provided contraceptive services, pregnancy testing and OB preliminary visits. Prepared childbirth classes are held every other month/1 night /week for 4 weeks. This is new for this year as in prior years the classes were held every 3 months. Due to the increase in the size of the classes we needed to have the classes more often.

Another aspect of our program is the Wisconsin Women's Wellness Program. This provides mammogram referrals and follow up for women over 40. 65 women have been enrolled in the program this year.

This department tries to keep up to date with the newest of contraception methods. This year we have added the Evra Patch to the services we provide. This is a contraceptive patch that is worn for 3 weeks and changed weekly. It had relatively few side effects.

Since the addition of a prenatal nurse to our program over one year ago, we have seen an increase in the amount of prenatal care that women have been receiving.



(Chart 12)

#### EMERGENCY MEDICAL SERVICE

The Menominee Tribal Rescue Service provides Basic Life Support Services along with the advanced skills of cardiac defibrillation, advanced airway management combi-tube, and administration of epinephrine for anaphylactic shock caused by allergic reactions. Some of the more common basic services include doing a patient survey/exam, gathering medical history information, administration of oxygen, glucose, charcoal, application of bandaging and splints, immobilizing of injured patients using various types of equipment, and transport to a medical facility when needed. Our service deals with a wide variety of illnesses and injuries. Some of the ways these injuries occur are by motor vehicle accidents, four wheeler, bicycle, boating, rafting, falls or other accidents at home, work, school, the casino and all other public places, and second party inflicted violence. Some of the more common medical illness related calls include heart attack and/or chest pain, stroke, diabetes, respiratory problems, high fever mainly in children, and a number of chronic illnesses. We also provide first aid services as time permits for area events such as school sports and several different Pow-Wows. This has been done on a volunteer basis. Ambulance stand-by services for events at the casino such as music festivals and the boxing events are covered on a paid basis.

In February of 2002 we trained for and began using the new Medications approved by the State of Wisconsin for use at the EMT-B level. Since then we have been using the following skills / Medications. (1) Emergency Medical Treatment of Hypoglycemia With Glucose Monitoring and Administration of Glucagon, (2) Administration of Aspirin for Chest Pain Believed to be of Cardiac Origin, and (3) Administration of Nebulized Albuterol for the Emergency Medical Care of Severe Asthma.

During the period of February 2003 through June 2003 we have trained at the new State level of EMT-Basic-IV-Technician. We received our license to provide this level of care on August 11<sup>th</sup> 2003 and we began operating at the EMT-IV-Technician Level. At this new level of service we will now be able to start IV's on patient's pre hospital when the patient's condition warrants it. We will be able to administer Narcan for suspected overdose and Dextrose for diabetic patients with low blood sugar. IV bolus may be ordered in some cases for fluid replacement such as major trauma and for dehydration. We have standing orders for starting IV's and administration of any medications or an IV bolus requires medical control from the hospital physician. We obtain this permission by phone or ambulance radio.

For the reporting period Menominee Tribal Rescue Service has responded to 835 calls, encountering 809 patients of which 563 were transported to a medical facility for definitive care. The remainder of the patients was not transported for a variety of reasons including an injury or illness not requiring Ambulance transport or the patient refusing medical care or transport.

We currently have 24 EMTs, 3 are full time and 21 part time on – call. 16 are Basic IV-Technicians, 6 are in training for IV-Technician and 2 are retiring. We continue the process of recruiting persons for the EMT basic class from the community as needed and when classes are available.

### **COMMUNITY HEALTH NURSING SERVICE**

The Community Health Nursing Service currently has nine staff positions. Four of the positions are registered nurses. Two of the positions are transporters and provide transportation on a first come – first served basis for the clinic or for outside referrals. The administrative assistant does all the purchasing for the department as well as for the AIDS, Health Promotion/Disease Prevention, and Immunization Program. She also assists with the HealthCheck Program and dispensing car seats and keeps track of data on eligible recipients of car seats. She is also in charge of the transportation schedule, coordinating with various staff that arranges patient appointments. The position of Rural Infant Health Worker provides home visits to newborns within the first two weeks of birth. She also follows high-risk babies with feeding problems and weight gain monitoring. This person has certification for blood draws and giving injection and assists the Community Health nurses with HealthCheck physicals. She is also a Certified Child Passenger Safety Technician. The receptionist for the department schedules appointments for HealthCheck, Audiology, and directs the flow of patients who present to see providers in the overall Community Health Department of the Clinic.

The Community Health Department contracts with the County to do public health services, which include: immunizations, sexually transmitted disease follow-up, tuberculin tests with follow-up on active cases, and injections for the mentally ill clients. The department provides walk-in immunizations for children and adults including influenza vaccine, and provides blood pressure check for walk-in patients. The staff assists the school nurses to review child immunization records and set up immunization clinics at the schools as needed. The registered nurses in the department provide well child screenings, skilled nursing visits to patient homes, including intravenous therapies.

One of our nurses provides jail health twice a week to the inmates and staff. One nurse serves at the AIDS Coordinator planning HIV/AIDS education activities and updating staff on changes in the management of HIV/AIDS and prevention efforts. The Community Health Nursing Director is also a Certified Diabetic Educator and works with the Wellness and Diabetic Programs providing education to individuals and at community events.

The Community Health Department also oversees two State grants - the IAP-LHD Immunization Grant and the Cooperative American Indian Health Grant. The Immunization Grant provides programs supplies for our Immunization Program that is designed to increase and maintain the immunization rates within our community. We provide an incentive program, purchase immunization medical supplies, and provide training opportunities for staff with this grant.

The CAIHG provides various departments with funds to support programs specific to their departments. The Community Health Loan Closet provides durable medical equipment on a temporary basis to those in need within the community. A Fluoride Program is sponsored through the Dental Department. WIC/Nutrition provides a breastfeeding support program through these funds and also provides educational materials specific to the WIC program for their clients. Mental Health Services utilizes these funds to purchase and update testing tools used in client care. Also purchased with these funds are educational tools and health promotion educational materials for any department within the clinic. Finally this grant funds the Infant Layette Program used by the Rural Infant Health Program for the newborn baby visits provided by the worker. This program was designed as a "door opener/incentive" for the worker when setting up or doing her home visits.

<b><u>DIABETIC CLINIC</u></b>	<b><u>YEAR TO DATE</u></b>
DM Clinic Patients Seen	166
Regular Patient Contact	262
DM Home Visits	60
Coordinator Hours	1,714
<b><u>AUDIOLOGY</u></b>	
Patient's Seen	264
No-shows	77
School Screenings	686
<b><u>HEALTHCHECK</u></b>	
Patients Seen	289
No-shows	96
<b><u>COMMUNITY HEALTH</u></b>	
CHN Home Visits	3,609
Blood Pressures	1,801
MCH Hours	1,738

Immunizations Given	1,820
PPD's Given	420
School Health Hours	74.5
Education Hours Received	205.5
AIDS Coordinator Hours	269
Patient Transport Miles	57,045
# Patients Transported	684
Flu Shots Given	1,400

## **HEALTH PROMOTION / DISEASE PREVENTION PROGRAM**

The Health Promotion-Disease Prevention Committee was involved in a number of projects this year. Along with the monetary contribution, many of the committee members contributed time in helping with events that were held.

HP/DP contributed two children's bikes as door prizes for the Annual Family Day held on May 3, 2003 at the Keshena Primary School. Contributions were made for the annual Sand Lake Sobriety Conference held during the summer. HP/DP provided various Menominee Tribal Clinic Departments with health and educational materials such as pamphlets, posters, videos, and models to use in the course of patients education.

## **AIDS ADVISORY BOARD**

The AIDS Advisory Board has meetings scheduled quarterly. This meeting was held jointly with the AIDS Task Force until April 2003 when the Task Force was dissolved. Attendance at the Task Force meeting had dropped to 1 or 2 community members; the Mission Statement goals had been met; and a Task Force is, by definition, short-term. An open invitation was given to the remaining community members attending to sit in on the AIDS Advisory Board meetings if they desired

Menominee Tribal Clinic continues to lead the way in local tribal HIV prevention and awareness activities. We continue to stress HIV testing for all pre-natal patients and the World AIDS Day Walk is an annual event. Medical information and current statistics are shared at the quarterly meetings. A new HIV testing consent form has been developed by Dave Hoffman an Advisory Board member. We are currently working on developing a policy for post exposure prophylaxis using CDC guidelines. The Empty Moccasin Memorial is now on permanent display in Community Health.

New medications are slowly making AIDS a chronic disease. However, these medications come with a myriad of side effects making non-compliance a primary issue with HIV + patients. We are working closely with many of these patients to educate them and their families in self-care, as well as various aspects of the disease process.

New medications also create a need to re-educate the community to the fact that AIDS is still a terminal disease. There is no cure. The medications can help prolong life but not necessarily enhance the quality of it, so prevention is still the best defense.

We will continue to provide the community with current information on HIV prevention, give care and support to those patients affected by HIV, protect staff and patients with a current post exposure prophylaxis policy and keep current on treatment options.

According to the Wisconsin AIDS/HIV Program-Division of Public Health Department of Health and Family Services the current statistics for Menominee County / Reservation are 14 HIV infections and 11 AIDS cases. While these figures are startling, they can only be used as a guideline. These statistics are gathered from the county of residence at the time of diagnosis. Native American people are very mobile, and most of the HIV positive and AIDS patients this program services are diagnosed elsewhere and then return to the Reservation. A good example of this discrepancy is in the number of deaths attributed to AIDS. The state reports that Menominee County / Reservation has had 5 deaths from AIDS, but in reality 12 tribal / community members have died. All 12 were Native American, and 11 were Menominee.

## **SPECIAL DIABETES PROGRAM FOR INDIANS**

The Diabetes Program at Menominee Tribal Clinic provides a number of services to the Menominee Community. These services include one-on-one and group diabetes education that covers diet and exercise instruction, home visits, screenings and assisting with clinic related events. The Diabetes Program is continually working to raise awareness of the disease with educational efforts in a variety of settings for all ages.

The Diabetes Committee meets on the third Friday of every other month. The committee consists of the Diabetes Educator/Coordinator, a Registered Dietician, an Optometrist, a Lab Technician, a M.D. and his nurse, the Medical

Records Supervisor, a Fitness Instructor, the Wellness/Diabetes assistant and a representative from Administration. The Diabetes Program also has three Certified Diabetes Educators on staff.

The Diabetes Registry has increased by 58% in the last 5 years. There are currently 593 patients on the registry. Five of these patients are under the age of eighteen. Chart audits are done on these patients and this information is used to identify areas that need improvement regarding patient care.

The Diabetes Program held screenings at the Pow-Wow, the Woman's Health Fair, the schools, Menominee Tribal Enterprises Mill, and Menominee County Offices. The program was also involved in the Menominee Poker Walk/Run, the Summer Walking Series, the Triathlon, the Health Network Gardening Project, as well as youth wellness activities.

We continue to be involved with the WINGS (Wisconsin Indian Nutrition Growth Study) Project, along with UW-Madison and Dr. Alex Adams. We continue to focus on the youth in the community by assisting with the Summer Wellness Camp at Tribal School and the Woodlands Wisdom Summer Wellness Day Camp held at the College of Menominee Nation. We assisted with the training of the Keshena Primary School teachers in the WOLF (Work Out Low-Fat) Program. We have purchased playground equipment and basketball courts were built in Zoar, Neopit, South Branch and Keshena.

A Fitness Instructor was hired in July 2003 to work with the children in after school physical activity programs at Tribal School and Keshena Primary School. He also designs personal exercise programs for clients who want to prevent chronic disease related to obesity or clients who want to improve their health because of chronic disease they may have already acquired.

The goals of the program for 2004 will continue to be the primary, secondary and tertiary prevention objectives stated in the Special Diabetes Program for Indians Grant. The program will continue to focus on the youth in the community by conducting intense health screenings, encouraging and supporting physical activity programs and increasing nutritional education and other healthy lifestyle changes.

## **ADOLESCENT HEALTH**

The Adolescent Health program provides workshops for prenatal teens and teen parents. Two different prenatal workshops and a Parenting Level I, and Parenting Level II, programs are provided. The first prenatal workshop includes information on fetal development, nutrition, fetal alcohol syndrome, smoking and its effects on the fetus, and the importance of prenatal care. The second prenatal workshop is titled "Baby Care Basics" and includes information on labor and delivery, the basics of preparing and caring for a newborn, common infant problems, and illnesses, and the importance of regular medical checkups. The Parenting classes include information on Anatomy and your Body, Sex and Birth Control, Infant & toddler development, Nurturing your Baby, Teaching through Play, Your Child's Safety, Well Baby Visits & Immunizations. Parenting II classes include, Completing High School, Budgeting, How to Rent an Apartment/Getting your First Place on Your Own, How to get a Job/Job Skills, Relationships, & Being a Responsible Parent.

Prevention workshops or presentations are provided in the schools, as after school programs, and in collaboration with other tribal programs that provide special activities, such as Family Preservation and Supports' Youth Leadership Training, Menominee Partnerships' Family Day, and Woodland Boys and Girls Club. The Adolescent Health program provided partial funding for two members of the Menominee Youth Alliance to attend a National Youth Leadership Training. A course on teaching teenagers the responsibilities and downfalls of early parenthood was presented to the 8<sup>th</sup> grade students. The program uses a computerized lifelike baby called "Baby Think It Over" that the teens must take care of for 3 days and nights. Other prevention topics that were presented include: 1) puberty and menstruation, 2) STD's & AIDS, 3) Sexual Harassment, 4) Healthy Relationships 5) Birth Control Choices and 6) Avoiding High Risk Situations.

During the past year the monthly activities which were planned, funded or co-funded with the Youth Service Providers include a Halloween party, a Valentine dance, Family Day, 3-on-3 basketball tournament, Youth Olympics, a Youth Fishing Derby, the annual Sturgeon Feast, an Easter Egg hunt, quilt making, holiday baking, scavenger hunt, beading activity, teen parent picnic, and two youth dances.

## **WELLNESS**

Services we provide for worksites and schools are the Wellness Program, Cardiovascular Risk Factor Screenings, and Smoking Cessation for individuals.

Coordinated Youth Tobacco Retreat for Menominee and five (5) other Northeastern Wisconsin Tribes with 48 youth attending.

Coordinated Youth Risk Behavior Survey at the Middle Schools with 220 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders completing analysis and report done by GLITC epi center.

Community Grant to purchase Cross Country Ski Grooming Track-Truck, to be used to groom trails for the High School Ropes Program.

Coordinated "Children of Children" Exhibit to show reality of teen pregnancy.

Coordinator of WINGS Project Obesity Prevention Project. Screened 160 K-2 kids this year at K.P.S. and Tribal School. Kids are learning about diabetes and we are learning about them. Many gifts have been given to the schools from this program to promote health and fitness.

Had a vacancy for five (5) months in the fitness position. Hired Nick Vraney in August who is the new fitness director for the Tribe. He has started an after school 3<sup>rd</sup> grade fitness activity students at Tribal and KPS. Fifty (50) kids are participating in the program.

Mark Caskey had an idea when working with the University of Wisconsin Medical Staff during Menominee Obesity Project of a tool that would calculate Body Mass Index and then combine this number with age and sex to figure out percentiles. The computer and graphic arts department for the School of Medicine took this idea and made a slide rule device and Mark is listed as the innovator on the patent.

Worked with Diabetic and Menominee Recreation to build basketball courts in Middle Village, Zoar, South Branch, and Keshena.

Coordinating building of Community Playground in Neopit. Worked with Michigan Church Group. Received grant to rebuild roller hockey rink in Neopit. This is the first year we had to cancel ALL roller hockey due to numerous vandalism and stealing of equipment in the Neopit Park.

Purchased through a grant Automatic Blood pressure and Body Mass Index Machine, which has been at the Mill and will move to various worksites, schools, and community buildings 4-5 times per year. This will increase follow-up of blood pressure tracking.

## **RURAL HEALTH NETWORK**

The Menominee Tribal Clinic's Rural Health Network Department is in its third and final year. We are currently operating on a no-cost extension until April 30, 2004 or until our funds are exhausted.

Most recently we have applied for the following grants:

- Children and Youth Initiative Grant Program for American Indians and Alaskan Natives.
- Native Agriculture and Food Systems Initiative.
- Rural Health Care Services Outreach Grant.

We have collaborated/networked with various tribal entities on the following projects. A wellness component was added if not already in place.

Gardening Program	Alternative Healing – Aromatherapy class
Master Food Preserve Training	Family Fun Day
Food Preservation Classes	Culture Camp
Food Distribution Healthy Cooking Contest	Walk Around the World
Building Native Communities (Financial Skills Training)	Family Social Night
Sand Lake Sobriety Conference	Woodland Wisdom Seekers Day-Camp
	Youth Fishing Derby

Rural Health is part of the Youth Service Providers group, which we plan to collaborate on an on-going basis to serve our youth and community.

Building Native Communities is a financial planning course written directly for Native American communities. The curriculum involves understanding your local economy to balancing your checkbook. It is an excellent program to help individuals in understanding their financial situation and ways to improve it. I would like to see these types of

programs offered to more of our community members, and work our way into the school system starting with kindergarten.

## **BILLING**

The Billing department is responsible for processing all charges and payments for all billable departments within the Menominee Tribal Clinic. The staffing plan includes the business manager, systems coordinator, network administrator, five billing specialists, three coding specialists and one office clerk. The following are some highlights that occurred during the reporting period:

In October a meeting was held regarding changing the drug pricing to a more competitive pricing model that would be similar to other pharmacies that would go into effect in January, this was a major change from the way pharmacy pricing had been handled. Rate review was conducted in December with fee changes effective with the new year. HIPAA Privacy Notice was drafted in December and was implemented in April to be in compliance with the HIPAA Privacy Rule. In January we upgraded to a new server as well as to version 10 of our Billing software as part of our HIPAA compliance. In March the Business Manager conducted eight sessions of Basic HIPAA training to all Clinic staff as part of our compliance with the Privacy rule. FQHC audit was conducted by the State auditor in August.

The Business Manager has been designated as the HIPAA Coordinator for the Clinic and is responsible for ensuring that the Clinic come into compliance with the federal mandate by drafting policies and procedures, developing staff education sessions, and working with departments to meet the regulatory requirements as the various rules become effective. The Privacy Rule went into effect on April 14, 2003. The Transaction and Code Set Rule compliance date is October 16, 2003. HIPAA is the Health Insurance Portability and Accountability Act (PL 104-191) that was passed in 1996 by Congress to reform the insurance market and simplify health care administrative processes. The administrative simplification part of HIPAA is the areas that we will be implementing over the next few years. Administrative simplification is aimed at reducing administrative costs and burdens in the health care industry by adopting and requiring the use of standardized, electronic transmission of administrative and financial data. There are numerous regulations that make up the administrative simplification part of HIPAA.

For the reporting period October 2002 through September 2003, the Billing department processed \$8,553,687 in charges. Of this amount, \$2,225,065 is considered to be non-billable or non-revenue producing charges, leaving a billable amount of \$6,328,622. The amount adjusted off patient accounts after insurance payments, payment rejections, and other adjustments was \$2,513,455. Payments received from insurance and patient payments for the period was \$3,731,331. The beginning accounts receivable was \$1,138,635 with a period ending balance of \$1,222,471.

## **MENTAL HEALTH SERVICES**

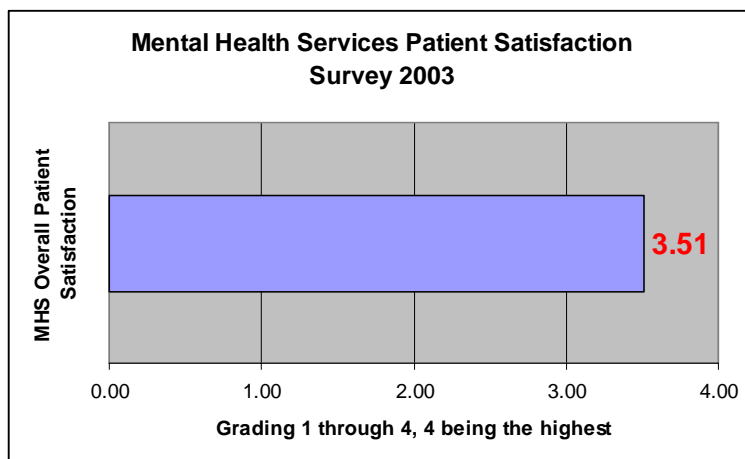
Mental Health Services continue to offer outpatient services by providing evaluations, assessments, and psychotherapy services utilizing a range of treatment modalities. Individuals requesting services are seen either in individual therapy, couple/marital therapy, family therapy or group therapy depending on the presenting problem or issue. Typically, Mental Health Services deals with such issues as depression, anxiety, stress, grief, sexual abuse, children and adolescent issues, suicidal ideations, addictions, anger management, family concerns, elderly/aging issues, to list some examples of the presenting problems.

Mental Health Services continue to be a certified outpatient mental health program with certification being provided by the State of Wisconsin. The present staffing pattern consists of a full-time receptionist/secretary, two (2) Master Level Psychotherapists with Masters Degree in Psychology, one (1) Ph.D., Clinical Psychologist, and a Consulting Psychiatrist who provides evaluation, medications, and clinical supervision. All full-time providers are certified by the Department of Regulation and Licensing of the State of Wisconsin for providing mental health services. All providers are certified for third party billing purposes.

The total contacts were down this year from the increase of last year due to extended time frames were two providers were absent from work. The patient satisfaction survey, which is conducted annually, indicates that the services received at Mental Health Services were satisfactory, helpful, received in a timely manner and provided by knowledgeable and competent individuals. A new column has been added to the statistical information sheet. This column defines the total number of appointments made on a monthly basis and projected to a yearly total. The overall no-show rate has increased slightly, also, which continues to be unacceptable. The no-show rate results in a loss of services provided and a loss of income to the Tribal Clinic.

Mental Health Services continues to work well with other Tribal Clinic departments, Community agencies, Tribal organizations, local schools, and other agencies in the immediate geographical area. Finally, statistical information can be viewed on the attached form.

MONTH	PATIENTS SCHEDULED	CLIENT CONTACTS	CONSULTS	COLLATERAL CONTACTS	TOTAL CONTACTS	NO-SHOW
JAN	244	127	23	28	178	58
FEB	173	101	18	21	140	37
MAR	171	93	29	13	135	43
APR	185	91	19	32	142	45
MAY	176	98	27	25	150	44
JUNE	196	115	24	11	150	43
JULY	175	113	15	14	142	30
AUG	141	81	26	6	113	38
SEPT	243	141	22	17	180	47
*OCT	189	107	23	19	149	43
*NOV	189	107	23	19	149	43
*DEC	189	107	23	19	149	43
<b>TOTAL</b>	<b>2271</b>	<b>1281</b>	<b>272</b>	<b>224</b>	<b>1777</b>	<b>**514</b>



(Chart 13)

The MHS Department scored above the 3.0 criteria established on all areas of the survey. Overall, patients were very satisfied with the care they received from the Mental Health Department.

#### LABORATORY

	<u>2002 Actual</u>	<u>2003 Estimated</u>
PATIENT ENCOUNTERS	11,257	11,225
TESTS PERFORMED IN-HOUSE	29,840	37,252
TESTS REFERRED	5,793	6,507
DRUG SCREEN CLIENTS	104	140

The number of tests referred to outside laboratories I predict will show approximately a 30% increase. Several factors attributed to the anticipated increase. Most urine cultures are now referred to Marshfield for testing as a



cost saving measure. Different medical providers due to staff turnover have different test ordering habits which may also contribute to the increase. Also note the increase in the number of tests performed in-house. The apparent increase is due to a change in the test reporting format not an increase in test volume. Actual volume is similar to the previous year.

Staffing for the laboratory remains at three full time employees. Early in 2003 we began participation in the phlebotomy training program through NWTC in Green Bay. To date four students have used our laboratory as their training site.

LDL Cholesterol Assay added to the in-house test menu. Change was prompted by changes in Medicare reimbursement policies.

### **CONTRACT HEALTH SERVICES**

There are two parts of the IHS health care delivery system, (1) DIRECT CARE, which are services provided at Tribal Health facilities, and (2) CONTRACT HEALTH SERVICES (CHS), services which are provided at the expense of Tribal Health facility from public or private facilities. CHS funds are utilized when the direct care facility is unable to provide necessary emergent/diagnostic/specialty care. Services are purchased in accordance with appropriate medical/dental priorities determined on the basis of medical need and availability of funds.

To be eligible for CHS, an individual must meet established eligibility guidelines that are based on the requirements of 42 CFR 36.23. CHS is a payer of last resort as defined under 42 CFR 36.61 and will only be used when there are no other resources available for an eligible person. CHS approved 287 new applications this past year. There are a total of 2,574 persons with applications currently on file as Contract Health Services eligible. A total of 613 persons are uninsured and are considered "full pay" CHS clients. 1,961 persons have some type of medical coverage such as Health Insurance or Medicare and are supplemented by CHS.

There are a number of alternate resource programs which provide medical coverage for eligible persons. The Outreach Benefit Specialist Program has been a very important component of the Contract Health Service Program. Our Two Benefit Specialists provide information, assist with applications and provide transportation when applying for alternate resources. Successful follow up provides for saving on Contract Health dollars and also provides a 3<sup>rd</sup> party billing source for our Tribal Clinic. This past year 457 referrals to alternate resource programs were made. Nineteen persons (19) were not eligible, and 18 persons failed to comply with program requirements, which results in a denial from the program. Persons, who fail to comply with the alternate resource requirements, are also denied Contract Health Services because of the payer of last resort rule.

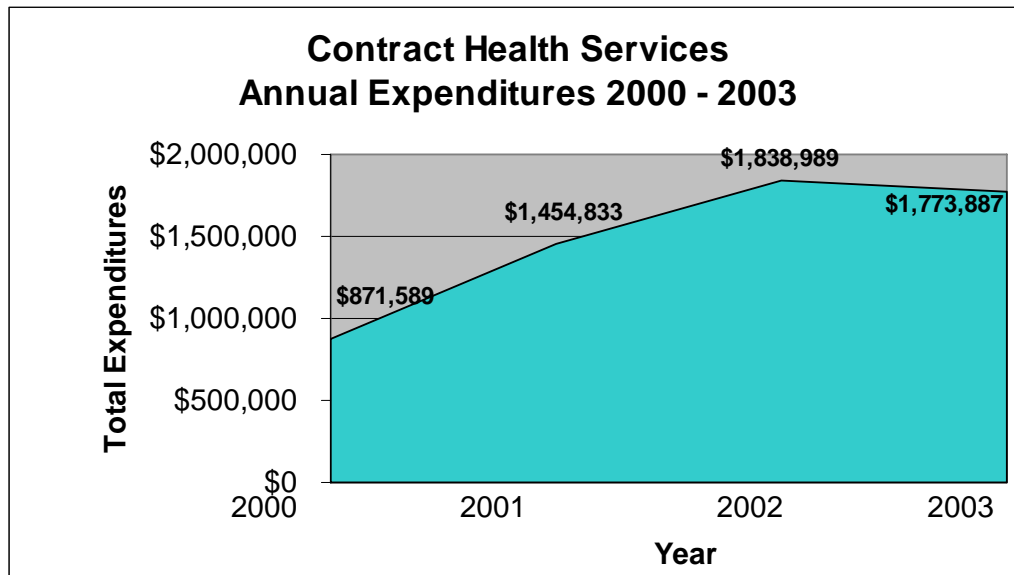
Contract Health Services continues to operate "Priority I" basis as in the previous years. Priority I services are defined as "Immediate medical emergencies; life-threatening situations, threat to limb or senses, unstable conditions requiring treatment for stabilization."

We are also providing funding for limited "Priority II" referrals. These referrals have a potential risk for serious complications if the patient does not receive appropriate care in time.

CHS issued a total of 4084 purchase orders for 989 patients.

### ***FY2003 CONTRACT HEALTH SERVICES PAYMENT SUMMARY***

<u>CATEGORY</u>	<u>AMOUNT</u>	<u>NO. OF VISITS</u>
Ambulance	\$ 32,149	40
Prescriptions	117,861	1680
ER Care	90,492	216
Inpatient Care/Hospital	286,873	113 patients/349 days
Inpatient Doctor Care	57,707	273
Outpatient Hospital Care	282,556	1082
Specialist Care	388,035	2572
Dental Specialist Care	209,727	218
Medical Supplies	28,487	272
Deferred Care Referrals	250,000	
2003 Mental Health Agreement	30,000	
<b>TOTAL</b>	<b>\$ 1,773,887</b>	



(Chart 14)

Contract Health Services uses discounts to extend limiting funding. We continue to contract with WPPN/Multiplan Preferred Provider Network. Using this network, physician claims were re-priced with a discount of \$56,834. Hospital claims were re-priced with a discount of \$65,898. Total WPPN Network discount for the year amounted to \$122,734.

Contract Health Services processed a total of 3070 referrals to outside providers. 1374 were funded by CHS and 1696 were funded by medical assistance, or commercial insurance with any balances remaining was the patient's responsibility.

105 referrals were evaluated in the monthly Physicians Quality Improvement meeting. 30 referrals were approved for CHS, 75 did not meet the established priority guidelines and were placed on the Deferred Care Waiting List.

### DEFERRED CARE SERVICES

In July 2003, CHS received an allocation of \$250,000 of 3<sup>rd</sup> party funds for referrals on the Deferred Care Waiting List. 89 referrals were approved for further medical care that would have not have been not funded by Contract Health Services under the current funding level of Priorities.

#### 2003 DEFERRED CARE SERVICES

<u>CATEGORY</u>	<u># REFERRALS</u>	<u>AMOUNT</u>
Orthopedic (knee, back, shoulder, joint)	33	\$ 145,400
Neurology (nerve)	2	2,100
Surgical (gallbladder, colonoscopy, gyn)	12	33,000
Radiology (MRI, CAT, Ultrasounds)	19	14,750
ENT (Ear, Sinus, Tonsils)	4	7,650
Dermatology	3	1,800
Pain Clinic (low back)	6	3,000
MSIC (sleep, foot, ADHD, plastic, urology)	10	42,300
<b>TOTAL</b>	<b>89</b>	<b>\$ 250,000</b>

### PATIENT REGISTRATION

Patient Registration Clerks are responsible for updating patient information such as current addresses, phone numbers and insurance. Patient Registration works with the Billing Department on patient accounts where there may be insurance related questions on the account. Patients registering are directed to the billing department to resolve the issue.

Patient Registration also coordinates with the Benefit Specialists in Contract Health by referring patients for Senior Care, Medical Assistance Applications and applying for Medicare and Insurance.

The Patient Registration department registered a total of 74,339 patients this year. We registered an average 300 patients per day. This year 428 new patients came to the clinic.

# **COLLEGE OF THE MENOMINEE NATION**

S. Verna Fowler, Ph.D, President

## **MISSION**

The College of Menominee Nation's mission is to provide quality educational opportunities in post-secondary education to Menominee and surrounding residents so that they possess the skills and knowledge to be responsible citizens and excel in their chosen profession. As an institution of higher education chartered by the Menominee people, the college also has the responsibility of infusing this education with Menominee values to prepare students for careers and advanced studies in a multi-cultural world, expand information through research, promote, perpetuate, and nurture Menominee culture, and provide outreach workshops and community services.

## **Guiding Principles**

Consistent with its Mission, the College of Menominee Nation will provide quality learning experiences that foster responsibility and excellence drawn from the traditions of the Menominee and other American Indian nations.

To this end, CMN will foster within students the abilities to:

- Develop effective communications skills; verbal, written, interpersonal, and technical;
- Develop effective analytical skills, including numeric, statistical, and interpretive operations;
- Maintain technological literacy commensurate with knowledge across the curriculum;
- Think critically and analyze problems systematically;
- Synthesize knowledge from the humanities with the social, natural, and environmental sciences;
- Develop a sense of ethical and social responsibility;
- Develop interpersonal skills for constructive, effective, and ethical social interaction;
- Demonstrate an understanding of the function and value of diversity within and among cultures;
- Develop career competencies;
- Demonstrate an understanding of the history and traditions of the Menominee and neighboring communities;
- Acknowledge the contribution of indigenous people to the global body of knowledge.

To this end, College of Menominee Nation will create a learning community that:

- Values the growth of individuals to their fullest potential;
- Validates individual progress through formal self-assessment;
- Challenges individuals to set high expectations for their community and themselves;
- Supports professional development opportunities for faculty, staff, and administrators;
- Promotes the development of leadership skills by students, faculty, staff, administrators, and the community at-large.

To this end, College of Menominee Nation will be accountable to the communities served by:

- Utilizing sound management and financial practices in the allocation of resources;
- Promoting a spirit of mutual respect and cooperation which transcends social, cultural, political, and economic differences;
- Serving as an open forum for discussion, discourse, and debate to allow informed decision-making;
- Collaborating and forming partnerships dedicated to the growth and stability of the institutional infrastructure of rural and reservation communities;
- Networking with collegial and disciplinary associations to bring best practices to the campus, constituents, and communities.

## **College Description**

College of Menominee Nation is a two-year tribal college offering associate and certificate degrees in over 17 programs.

## **Accreditation**

The College of Menominee Nation is accredited by the North Central Association of Colleges and Schools (NCA).

## STUDENTS 2002 GRADUATES

<b>Business</b>	<b>Natural Resources</b>
Louetta Shawano	John LaTender
Marlene Mohawk	Jill Tiegs
Kim Taylor	
Cynthia Norton	
Richard Warrington	
Roberta Reiter	
Marlin Waupoose	
<b>Education</b>	<b>Microcomputer Specialist</b>
Carl Barnes, Sr.	Nathan Fregien
Carol Sanapaw	John Hoffman
Jolene Reed	Mary Lyness
Theresa Torrez	
Kamay Dickenson	
Michelle Mahkimetas-Kurkiewicz	
Robert Cox	
Linda Warrington	

<b>Human Services Science</b>	<b>Police</b>
Terri Church	Heather Cruz
Anthony Delabruce	Scott Fowler
Stormy Kuhn	
Jacqueline Ninham	
Lisa Tucci	
Michelle Frechette	
<b>Nursing</b>	<b>Sustainable Development</b>
Kathleen Barnes	Chris Caldwell
Rebecca Kakwitch	
Debra McPherson	

## FINANCIAL AID DISPERSED 2002-2003

Number of Students Receiving Aid      425  
Dollar amounts Issued                      \$1,684,646.78

Sources: Federal Work Study, Pell, FSEOG, BIA, WIG, TIP, JTPA, Minority Retention Grant, Tribal WHEG, AICF, Johnson Scholarship, Other Scholarships

## STUDENT SCHOLARSHIPS

*American Indian College Fund      Johnson Scholarships*

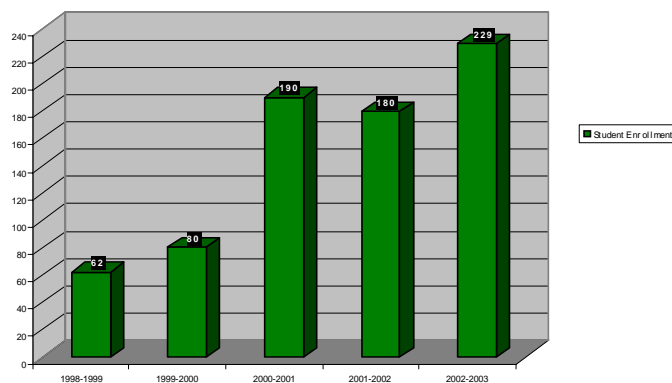
108 Scholarships                      26 Scholarships  
\$99,974.00                              \$24,000.00

**Other Scholarships**  
33 Scholarships  
\$24,150.00

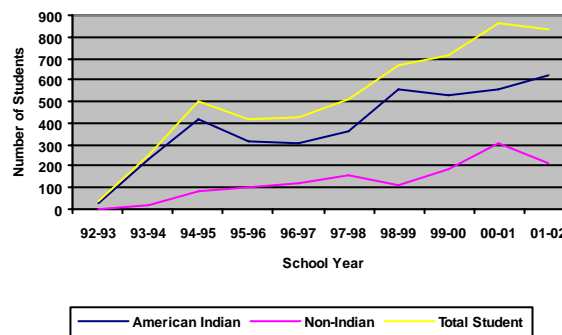
## STUDENT ENROLLMENT SPRING 2003

Non-Degree Seeking	113
Administrative Assistant	2
Accounting	37
AODA Counseling	12
Business Administration	69
Computer Science	9
Elementary/Early Childhood	117
Human Services	23
Liberal Studies	47
Microcomputer Specialist	28
Natural Resources	16
Pre-Nursing	50
Pre-Apprenticeship/Carpentry	17
Police Science	15
Sustainable Development	-
<b>Total Students</b>	<b>555</b>

Student Enrollment in Biological Science, Environmental Science, Sustainable Development, Natural Resource Courses



## CMN Student Profile



## **STUDENT TRACKING ACADEMIC YEAR (S.T.A.Y.)**

Enrollment in STAY increased to 80 students during the year. Brown Bag Workshops were sponsored by the program including time management, test anxiety, financial aid, personal space, sturgeon feast, restoration project and healthy lifestyles. Several students participated in campus visits around the state including trips to UWGB, UWSP, UWO and Marquette.

### **ACADEMIC SUCCESS CENTER**

A new Academic Success Center located in room 102 GMH opened this year. The student peer tutors received training from Judy Shultz, FDLTCC Center for Academic Success director in August. Students who serve as tutors must have completed the courses they tutor with a grade of "B" or better. The ASC offers computer access, a color printer, and career software. Students may access peer tutoring assistance from Sr. Jeanette and Sr. Thea each morning and peer tutors the afternoons.

### **PROGRAMS**

The College of Menominee Nation offers nine Associate of Arts and Science degrees, four Associate of Applied Science degrees, and two Certificate degree programs.

Associate of Arts and Science programs developed as transfer programs include:

- ◆ Business Administration
- ◆ Computer Science
- ◆ Early Childhood/Elementary Education
- ◆ Human Services-Social Work
- ◆ Liberal Studies
- ◆ Natural Resources
- ◆ Nutrition and Food Science
- ◆ Pre-Nursing
- ◆ Sustainable Development

Associates of Applied Science degree programs developed as technical programs include:

- ◆ Accounting Specialist
- ◆ Early Childhood Specialist
- ◆ Human Services -AODA Counselor
- ◆ Microcomputer Specialist

Certificate programs developed as one-year technical programs include:

- ◆ Police Science

## **ARTICULATION AGREEMENTS**

College of Menominee Nation has articulation agreements with eight colleges/universities. These agreements allow students to transfer after completion of an Associate of Arts & Science degree to a baccalaureate degree granting institution.

### **Articulation Agreements include:**

- Business Administration - University of Wisconsin-Green Bay
- Business Administration - Silver Lake College
- Early Childhood/Elementary Education - University of Wisconsin-Green Bay
- Human Services/Social Work - University Of Wisconsin-Green Bay
- Liberal Studies - University of Wisconsin-Green Bay
- Natural Resources - University of Wisconsin-Stevens Point
- Pre-Nursing with Bellin College of Nursing
- Pre-Nursing with University of Wisconsin-Eau Claire
- Pre-Nursing with University of Wisconsin-Oshkosh
- Police Science - Fox Valley Technical College
- Sustainable Development with University of Wisconsin-Madison

CMN is currently working on articulation agreements with the University of Wisconsin-Green Bay in Computer Science and Nutrition and Food Science with University of Minnesota-St. Paul.

### **ASSESSMENT OF STUDENT LEARNING (ASL)**

In the past year, two significant ASL events were the presentation of Student General Education Portfolios, and the opening of the ASL office staffed by an Administrative Assistant and a Student Portfolio Facilitator. In May, 2002 graduating students presented their electronic or paper portfolios to faculty and guests.

Over the course of this year, ASL staff compiled data, facilitated ASL Committee meetings, designed an ASL bulletin board and coordinated and announced the processes involved in development of General Education Portfolios.

The ASL Coordinator assembled ASL results collected throughout the year and produced an ASL Report for HLC-NCA. Feedback loops were developed through the presentation of reports, adding student representatives to the committee, including adjunct instructors in ASL activities and showcasing student portfolios at the CMN Fall Festival.

### **STUDENT SERVICES**

The student services department has experienced steady growth throughout the 2002-03 academic years. Student services moved into new office space on the first floor of Glen Miller Hall in fall, 2002. The new office space allows convenient access to many services including: admissions, financial aid, registrar, career/disability counseling and academic advising. The major student services highlights for 2002-03 include:

- ◆ Development of the 2003 CMN calendar and CMN Brochure;
- ◆ Increased enrollment in the STAY Program by 30%;
- ◆ Participation at Spring AIHEC meeting in Fargo;
- ◆ Participation at HLC-NCA sessions in Chicago;
- ◆ Professional Development for staff; national and regional TRIO database training in Washington DC and Milwaukee; USA funds/AICF workshop on access, retention and financial aid in Miami; and WAACRO meetings in Madison; and
- ◆ Sponsored activities: Open house, October Fall fest, High School Guidance Counselor luncheon.

### **LIBRARY**

The main goal for the library this year was to get the books from the back shelves into circulation. In addition, the number of students using the library and the computers has increased. Library presentations continue to be successful as students are learning how to conduct research. Being able to support student research is a crucial point for any library.

Last year, the library purchased new books, videos and CDs. Getting these materials ready for the shelves has been an ongoing project. The CD's have proven to be very popular and have drawn new students to the library. And shelving new books continues to be a challenge with limited bookshelf availability.

### **BOOK STORE**

The bookstore is a significant new addition to Glenn Miller Hall. In fall 2002, the bookstore opened for the Academic Year. Prior to the bookstore's opening, the Library bore the burden of managing textbook sales, rentals, and returns. While this was an adequate initial mechanism for handling textbook transactions and textbook management, the process placed high demands on limited library space. The addition of the bookstore has been a success on CMN's campus.

### **INFORMATION TECHNOLOGY**

Overall, there have been many technological advances this year in the IT Department. The effects of these changes can be seen throughout CMN, particularly in the auxiliary campus sites. The major activities IT Department activities in 2003-04 include:

#### **CMN Network**

Setup of Green Bay auxiliary campus site with state-of-the-art wireless technology;  
Updates in Keshena computer lab technology including 37 new PC's;  
State-of-the Art equipment installed in each CMN classroom including: network access, PC's, document scanners, projectors, TV/VCR combination;  
Installation of new GroupWise antivirus software – GWAVA.

#### **Campus Enhancements**

Installation of ten PC computers and CD Rom in CMN's Library;  
Setup student ID system and Graphics for ID badges;  
New employee orientation and training program;  
Setup operation of distance education room;  
Setup Bowler auxiliary site with Internet access and classroom technology;  
Setup digital display system with two monitors located in Shirley Daly Hall for  
downlinks for educational programming and CMN campus announcements.

#### **Training**

MCP certification, January 2002  
Digital portfolio process training  
Network operations training – Cisco Routers/Switches  
Network security and Webpage design training  
Technology in education conferences

#### **Help Desk**

Installation of Track It Helpdesk software for tracking of CMN's computer assistance needs and inventory;  
Greater access to IT staff via two-way radio coordinated through the recept. desk at CMN;  
Emergency contact information for IT support posted in CMN offices;  
On-going training opportunities for CMN faculty, staff and students.

### **CMN PERSONNEL**

CMN has a total of 74 employees with 69 being full-time faculty and staff and 5 part-time employees. Of the 74 employees, 36 (48.6%) are enrolled or descendants of the Menominee Tribe.

CMN's annual payroll amounted to \$2,649,362. Of the total payroll, \$1,286,256 supported Menominee households. This is just a small part of CMN's contribution to the Reservation economy.

## **MENOMINEE CULTURE INSTITUTE**

The Omaeqnomenewak Pematesenewak Center at College of Menominee Nation is the place of learning and teaching about the Menominee people. This cultural learning center is the focal point of the college's mission to provide instruction and information on the historical, cultural, linguistic and contemporary ways of life of the Menominee Indian Tribe. During the past year, the Menominee Culture Institute focused on the development of resources on Menominee language, culture, and history. The Menominee Cultural Institute provided research, resources, information, and training to tribal, county, community, and educational programs. Activities included:

- Presentations to UW-Madison, UW-Oshkosh, UW-Platteville, Sheboygan County Diversity Conference, Oshkosh Public Schools, Shawano-Gresham Schools, and the Wisconsin Indian Education Association Conference
- Two Menominee language posters were designed and distributed schools, libraries and community centers: (1) A depiction of the endangered Menominee language; (2) A four poster set depicting the Menominee vowel, diphthong, and consonant system used in teaching and learning the language.
- Work continued on the DHHS Administration for Native Americans (ANA) grant for Menominee language resource development to produce audio and visual media to supplement oral teaching of the Menominee language.
- A collaboration project titled "Training for All Teachers" or "TAT" was developed with the Wisconsin Department of Public Instruction, Menominee Indian School District, Menominee Tribal School, and Menominee Indian Headstart for teacher training. Funding is provided by U.S. Department of Education Title VII Bilingual Educational Personnel Training Program. The program will provide teachers' three major opportunities: (1) Allow for additional certification in math, science and technology and advanced degrees; (2) Provide training for policymakers and administrators in the area of bilingual-bicultural educational practices; and (3) Provide parental advocacy training and rights and responsibilities.

Responded to national and international requests for information on Menominee history, culture, language, cosmology and genealogy (France, Australia, Columbia, Russia, and Canada).

## **SUSTAINABLE DEVELOPMENT INSTITUTE**

The Sustainable Development continues to meet its mission through its academic degree program, research, and community outreach events. This past year's significant accomplishments include the following:

- Continuation of the development of a Sustainable Development Academic Degree Program including: (1) Hiring Dr. William VanLopik as Director of the Sustainable Development Degree program; (2) Cultivating a relationship with UW-Madison in Sustainable Development; (3) Developing two new SDI concentrations (Community Planning and Communications).
- Development of an affiliate faculty partnership with the UW-Madison Gaylord Nelson Institute for Environmental Studies. The Nelson institute is a special inter collegiate unit of the university designed to provide opportunities for professors, students and professionals with varied backgrounds to better understand and resolve environmental problems. The SDI affiliate faculty is: Dr. William VanLopik, Dr. Donald Sweet, Dr. Diane Morris, Dr. Katherine Hall, Dr. Nagalingam Balakrishnan, and Dr. Holly YoungBear-Tibbetts, SDI Director.
- Advancement of the Nutrition and Food Science Academic Degree Program. This initiative is part of the Woodlands Wisdom Confederation partnership designed to address health disparities among Native American people through education and research. Dr. Donald Sweet joined CMN in October, 2002 as a Nutrition faculty member.
- Continuation of the development of SDI's collaboration with the U.S. Forest Service to create a teaching, research, and extension program and forest products lab at CMN designed to advance the best practices of sustainable forest management.
- Advancement of the Native American FAST Project. College of Menominee and FAST National Training Center created a partnership to further implement FAST throughout Indian Country, enabled through funding from the Bureau of Justice Assistance and Substance Abuse and Mental Health Services Administration. Through the efforts of this program, FAST is now located in five Native American schools

and communities (Navajo Nation TseBitai Middle School, Indian School of Milwaukee, Menominee Tribal School, Jemez Pueblo of New Mexico, and Oneida Nation Baby FAST). College of Menominee Nation created a partnership with Southwestern Indian Polytechnic Institute (SIPI) to provide FAST team training to interested Native American school-communities.

- Participated in the third year of a NSF sponsored Research Experience for Undergraduates Program in collaboration with Northwestern University. The project provided research opportunities for undergraduate students, which included students from the College of Menominee Nation.
- Planned for an International Conference on Sustainable Development titled "Sharing Indigenous Wisdom: An International Dialogue on Sustainable Development. The Conference will provide a forum that encourages dialogue, learning, solidarity and cross-fertilization of ideas and concepts of sustainable development. The conference has been postponed until June, 2004 due to current world affairs.



### **TRANSITION SERVICES**

The success of many students depends on the quality of services available to assist them as they transition into the college environment. At College of Menominee Nation, integral programs are available to help students succeed. Program activities for the past year included:

### **ADULT WORK BASE**

The objective of the Adult Work Base Program is to upgrade the job skills of tribal employees and selected district residents who are interested in returning to college for additional training. This year 40 adult students, each semester, were awarded funding that allowed tuition reimbursement after satisfactorily completing a three-credit class. Many of these returning adult students chose to continue their education after completing the program.

### **YOUTH WORK BASE**

This year 85 high school students from Menominee Indian, Oneida Tribal, Bowler, Gresham, and Shawano High Schools participated in the Learn and Earn Program. Students chose to take one or two of the following classes: Journalistic Writing, Student Success Strategies, Fundamentals of Math, Early Childhood Curriculum, and Creative Writing. Students learned to use Word Publisher, digital cameras, and scanners in the layout and production of the final literacy magazine. Businesses throughout local communities provided work experiences. Field trips were provided around students' career interests and post-secondary education choices.

### **HIGH SCHOOL YOUTH OPTIONS PROGRAM**

During the past year, 23 students participated in the Youth Options Program. Junior and senior students from the Menominee Indian High School chose to enroll in the following courses: Frame Construction, Concrete Form Construction, Introduction to Computers, Algebra and Trigonometry, Fundamentals of Physics, Human Biology, Introduction to Sociology, Student Success Strategies, College Algebra, Oral Communications, Calculus, and Journalistic Writing.

### **VETERANS UPWARD BOUND PROGRAM**

The Veterans Upward Bound program is designed to prepare eligible veterans to enter or re-enter post-secondary educational programs at technical/vocational schools or 2-4 year colleges. Veterans Upward Bound provides a career counseling, instructors, academic preparation, financial aid assistance and referrals to other veteran services. The program has served 37 veterans over the past four semesters. In addition, Veterans Upward Bound joined the Concurrent Admissions Program (ConAP), a new program sponsored by the U.S. Department of Army. ConAP is designed to help those who enlist, select a college to attend when they are discharged from active duty.

### **COMMUNITY EDUCATION/OUTREACH EXTENSION**

The primary focus of the Education Outreach Extension Office is to conduct efforts and activities that flow from the mission of the College. Efforts have been to strengthen the sustainable economic development potential of the Menominee and surrounding communities through needs based training and program development. Many successful projects have been launched by the department including:

- Received three year funding from DHHS HRSA Allied Health Program to design a course curriculum on elderly nutrition and home health care workers.
- Selected as one of forty institutions to develop a culturally relevant curriculum for Family Service Workers. Project activities were pilot tested with 8 participants before a curriculum was developed.
- Continued with the Head Start Partnership to address new mandates requiring Head Start staff to hold an associate degree. Thus far, 35 individuals have participated in the program with seven students expecting to graduate in May, 2003. In addition, 29 students were involved in Stockbridge-Munsee program and Forest County Potawatomi program. Fifteen teachers will graduate with Infant Toddler Professional Credentials in May.
- Conducted research in several program areas including: (1) Assessment of Native American professional counselors in Wisconsin; (2) Two year research project to identify methods used to address juvenile delinquency issues within the Tribe.
- Served as a 2003 Summer Transportation Institute (STI) host site for a third year. The primary purpose of the STI program is to introduce the middle school students to the various careers within the transportation field. Twenty students were served during the summer of 2002. Project Director, Sylvia Wilber received a national appreciation award from the National Summer Transportation Institute for her efforts in the program.
- Provided Transportation Alliance for New Solutions (TrANS) curriculum, which is an industry driven program by the Federal Highways Administration and Wisconsin Department of Transportation. The curriculum is designed to encourage women and minorities to seek employment in transportation related construction fields. Participants received 120 hours of basic construction training, certified drivers license test training, and industry awareness. Through a partnership formed with the Tribe's Job Training Program, graduates are able to receive funding to train and take the over-the-road Certified Drivers License (CDL) test.

## **COMMUNITY EDUCATION/OUTREACH EXTENSION CONTINUED**

Various training activities provided include:

- Basic Industrial Electrical Safety - Menominee Tribal Enterprises
- Computer Training - Senior Citizens
- Food Handling and Safety - Menominee Job Training Program
- Disadvantaged Business Enterprise training - Lac Courte Oreilles (LCO) Ojibwa Community College
- Microsoft Word Introduction training - Menominee Casino Security
- Youth Service Providers training - Chemically Dependant Family, Trust/Teambuilding, Medicine Wheel and Circle of Life, Juvenile Statistics, Managing Aggressive Behavior in Youth, Recognizing Signs of Child Abuse, and Strategies for Stress
- CPR and First Aid training and certification
- Staff certification training in: Strategic Teachers Education Program (STEP) through the
- National Head Start Program and Managing Aggressive Behavior Course, University of Oklahoma

### **CAMPUS EVENTS**

- Grand opening celebration for Shirley Daly Hall – October, 2002.
- Success in Partnership for Rural Development Luncheon celebrating collaboration with Menominee Tribe – October, 2002.
- Green Bay Packer Raffle and fundraiser – October, 2002.
- Menominee Tribal Legislature Candidate Forum – December, 2002.
- CMN 10 Year Anniversary Open House – March, 2003.
- Class of 2013 poster contest and college tour – March, 2003.
- Groundbreaking Ceremony for Campus Commons Building – March, 2003.
- Grand opening celebration for Oneida Auxiliary Site – Provided assistance – April, 2003

## **INSTITUTIONAL ADVANCEMENT**

### **Donor Luncheons**

The SDI/IA office hosted two donor luncheons in FY 2002-03. The first luncheon was held in appreciation of the development of an annual scholarship award provided by the Peot family. A Second donor appreciation luncheon was hosted as part of the American Indian College Fund Journey of Colleges program. This event resulted in personal donations to the college, as well as national acclaim, placing CMN at the forefront of quality Tribal College higher education institutions.

### **Annual Campaign**

The CMN annual donations campaign was successfully administered in October/November 2002. Approximately 13,000 campaign solicitations were developed and mailed to prospective donors. To date CMN has received donations from 110 individual and corporate donors as a result of the campaign.

### **Institutional Research**

- HLC-NCA Self Study Community Needs Assessment Survey.
- Student Assessment Plan student portfolio data analysis.
- Community College Student Experience Questionnaire data compilation.
- CMN Staff Climate Survey.
- CMN Student Technology Survey.
- Student Technology Survey

### **CAPITAL DEVELOPMENT PROJECTS AT CMN: 2002-2003**

#### **Sewer and Water Lines**

Sewer and water improvements were completed on the CMN Campus this spring as a result of a USDA-Rural Development funded project. The project provides necessary infrastructure improvements to address our future growth needs on the CMN Campus.

#### **Parking Lots**

USDA-Rural Development funding has allowed CMN to address additional infrastructure needs in the development of our Campus Master Plan and the construction of an additional parking lot. More site development will be completed this summer in the form of additional parking lots, pedestrian paths, and campus lighting.

#### **Campus Drive**

Our new campus roadway, "Campus Drive" will be constructed this summer as a result of cooperative funding by the BIA and the Menominee Tribe. Lighting and sidewalk improvements are to be included in the project

**CAPITAL DEVELOPMENT PROJECTS**  
**CONTINUED**

**Campus Commons**

A new Campus Commons is currently under construction at CMN. Major funding for the project was made possible through HUD under its Tribal Colleges and Universities Program and by the American Indian College Fund. The project is slated for completion in the fall. The Commons will provide meeting and recreational space for CMN students and staff as well as for other members of the community.

**Glenn Miller Hall Improvements**

USDA-Rural Development funding is helping CMN address code and safety improvements on Glenn Miller Hall. This summer will see the construction of new entry and steps addition serving the east and north sides of the building.

**Carpentry Shop**

USDA-Rural Development funds will make possible a new Carpentry Shop serving the pre-Apprenticeship Carpentry Program at CMN. The building shell is to be contracted out with CMN students completing the building during the fall semester.

**COLLEGE OF MENOMINEE NATION**  
**BOARD OF DIRECTORS**

Lawrence Waukau, M.S.,  
Chairperson  
President  
Menominee Tribal Enterprises

Bernard Kaquatosh  
Vice-Chairperson  
Human Resource Director  
Menominee Indian Tribe of Wisconsin

Joan Harte, M.A.  
Retired Educator

Georgianna Ignace, B.S.  
Communications/Public Relations

Virginia Nuske  
Education Director  
Menominee Indian Tribe of Wisconsin

Lorene Pocan  
Retired Social Services Counselor

Jeremy Pyatskowit, B.S.  
MITW Conservation Department

Ada Deer, M.S.,  
Honoree Member  
Lecturer

**FINANCIALS**

**Statement of Financial Position**

Assets	
Cash	\$84,803
Long term investments	643,577
Accounts Receivable	91,454
Grants Receivable	563,360
Fixed Assets (Property, Plant & Equip.)	<u>\$2,062,117</u>
Total Assets	<u>\$3,445,311</u>
Liabilities	
Liabilities	<u>\$1,147,908</u>
Net Assets	<u>\$2,297,403</u>

**Statement of Financial Activities**

Revenue and Other Support	
Educational and general	\$963,183
Student Tuition and fees	3,193,257
Government grants and contracts	1,217,963
Private grants, contracts and Donations	
All other revenue	30,519
Total revenue and Other Support	<u>\$5,404,922</u>

Expenses	
Educational and general	
Instruction	\$1,488,821
Academic support	1,452,307
Student services	601,220
Institutional support	1,306,917
Depreciation**	<u>180,988</u>
Total Expenses	<u>\$5,030,253</u>

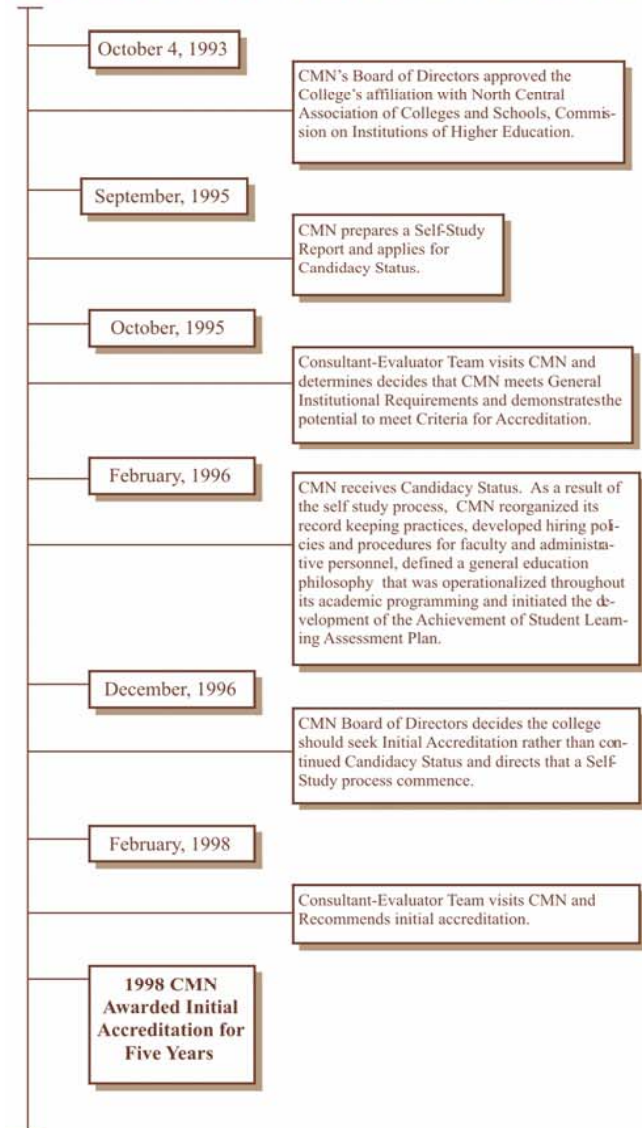
Increase in Net Assets \$ 374,669

**FACULTY**

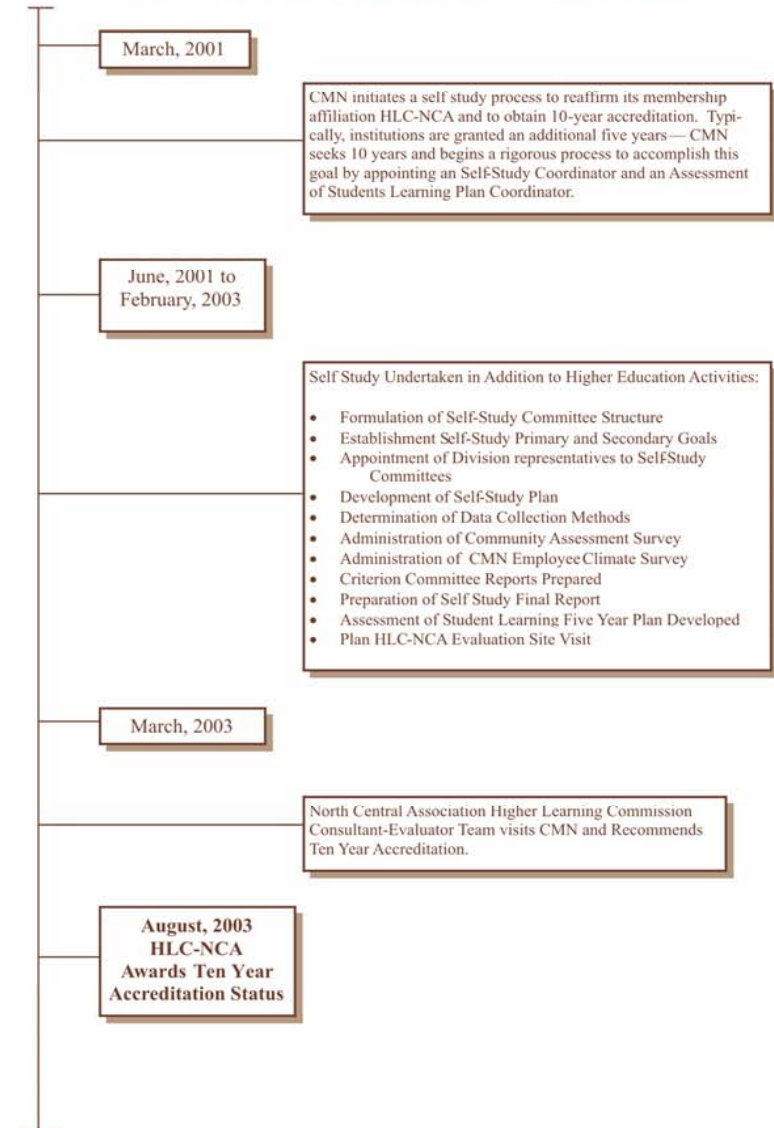
College of Menominee Nation has 14 full-time faculty members and 36 adjunct faculty. Three new full-time faculty members have joined CMN this past year. The new faculty members are:

- ◆ Dr. Nagalingam Balakrishnan, Science Instructor
- ◆ Dr. Donald Sweet, Nutrition and Food Science Program Instructor
- ◆ Dr. William VanLopik, Sustainable Development Academic Program Director

## COLLEGE OF MENOMINEE NATION



## TEN YEAR ACCREDITATION



## COMMUNITY DEVELOPMENT

Bernard Vigue, Director

The Community Development Department is composed of the following: Public Transit, Solid Waste & Recycling, Land Use, Economic Development, Menominee Business Center, Roads, and Facilities. Our total budget is approximately \$4,500,000 with the Tribe contributing approximately \$500,000.

### FY03 projects:

- Completed construction of the Keshena Wastewater Treatment Plant, sewer main, and lift stations at a total cost of \$3,800,000
- Completed plans, specifications, and estimates to replace the Fairgrounds and Keshena Falls bridges
- Major Roads construction projects were Old South Branch, Moshawquit Public Beach, The College of Menominee Nation, East Line, Bass Lake, Our Children's and Lakeview roads.
- Construction of additional bus parking and additional office space for the Transit Department
- Completion of marketing/business plans for an Arts & Crafts business
- Project management for the construction of four additional classrooms at the Menominee Tribal School
- Purchase of GPS equipment to computerize mapping
- Obtained a \$178,000 grant for clean-up of illegal dump sites on the reservation
- Obtained a \$99,000 grant to study alternative energy (Wind Power and Cogeneration at the sawmill)

### FY04 Planned activities:

- Major Roads projects: LaMotte Lake, Keshena Transfer site, Joe Johnson, County AA, Our Children's, and railroad/MTE mill access roads.
- Replacement of Crow settlement, Camp 24 bridges, Pismir, Fairgrounds, and Keshena Falls bridges
- Construction of a sidewalk with lighting along Hwy 47 (MISD to Casino)
- Develop business plans, obtain funding, and construct a retail center in Keshena
- Obtain funding for a replacement well in Keshena, lagoon renovation in Neopit and construction of water main extensions/looping in Keshena
- Construction of an bus storage building at the Transit facility and purchase two replacement buses
- Complete the construction of an addition to the courthouse

## CONSERVATION/RIGHTS PROTECTION

Leon Fowler, Director

This program will achieve the objectives listed in the Statement of Work as provided in the Rights Protection Contract. Those objectives specifically include: Administrative duties, Conservation Law Enforcement, Fish and Wildlife Management and Environmental Quality Services. These shall be carried out by means of patrol, investigation of complaints, issuance of citations, in-service training, conducting annual fish and game surveys, stocking of fish and prescribed wildlife management methods.

Financial Data	Budgeted	Current	Projected	Balance
BIA Funds	\$337,541.00	\$ 0.00	\$337,541.00	\$ 0.00
Tribal Funds	\$159,253.00	\$ 46,615.58	\$159,253.00	(\$-22,620.67)
<b>Totals</b>	<b>\$496,794.00</b>	<b>\$ 46,615.58</b>	<b>\$496,794.00</b>	<b>(\$-22,620.67)</b>

### OUTPUTS:

	F.Y. 2003
Water Resource Inventories	<u>2</u>
Fish Stocked	<u>0</u>
Reportable Incidents	<u>353</u>
Warnings Issued	<u>2</u>
Citations Issued	<u>53</u>
In-service Hours	<u>80</u>
Interagency Assists	<u>46</u>
Complaints Received	<u>72</u>

### Administrative

This was a very difficult year for this department with regard to funding. To begin, the Federal Appropriations were not available until April and we had to limit our spending, but we still ran short. We were forced to dip into our Tribal funds early, then switched back to our Federal funds later. Still, about mid-August, we were faced with a lack of

funding to make it through the fiscal year, the end of September. These dilemmas along with a lot of budget modifications resulted in stress for our employees who faced the possibility for lay-offs.

We met with the Financial Department to find extra dollars to make it through September and the Tribal Legislature appropriated enough dollars to help us make it through. Normal expenditures were not far off the mark, but we were hit hard with insurance costs this year. It is fortunate that everything else ran smoothly, as we finally received our two new GSA vehicles which will alleviate our ailing vehicle problems.

### **Enforcement**

All activities were somewhat routine in this area except as cost saving measures, our warden personnel often doubled-up in their patrol vehicles which limited our patrol activities to a small extent. Still, wardens reported 353 incidents which resulted in two warnings and fifty-three citations. One statistic that was higher this year was our inter-agency assists to Tribal Police, Sheriff Departments and Environmental Services. Wardens were involved in the schools for presentations, and held a Hunter Safety Education class which concluded in mid-October with the graduation of forty pupils which was the largest group ever.

### **Fish and Wildlife**

Again this year, we were heavily involved with our Sturgeon Project which consumed many hours monitoring on the Wolf River and planting young sturgeon into Legend Lake. Our surveys showed that the Legend Lake stock is doing rather well with some of our samples reaching up to twenty-four inches in length. We also spent numerous hours' radio monitoring our wolf pack which is still in the area. Two wolves were killed, one shot and the other hit by a car, both in Oconto County where they spend most of their time. Wolf locations are posted twice weekly on the internet by the Wisconsin DNR.

Toward the end of this fiscal year, some US Fish and Wildlife funds became available to tribes and we quickly applied for \$242,000 much of which will be used for manpower, equipment and supplies for various projects. That money will help ease the financial burden this work segment has on this department's normal budget. At the close of this report, we have not yet been approved, but we were notified that we passed two major hurdles. As for Beaver subsidy, we received an additional \$5,000.00 from the Menominee Tribal Legislature.

### **Environmental Quality**

This year, nearly one-half of the citations issued were for solid waste incidents. We accompanied Environmental Services with some site inspections. Garbage in the woods continues to be a problem despite curbside pickup. On the south side of the reservation, most of the garbage is coming in from Shawano and Oconto Counties.

## **EDUCATION**

Virginia Nuske, Director

### **HIGHER EDUCATION**

This Program provides financial need-based BIA/Tribal grants to eligible Menominee students seeking bachelor's degrees. Eligibility for grants is determined by the financial aid office at the school the student plans to attend. Services provided by the Tribal Education Department are:

1. Admissions and Financial Aid Application assistance
2. Education Counseling
3. Information and financial aid workshops
4. Financial aid and academic follow-up to determine eligibility for continued funding

Academic Year 2002-2003		FY 2003 Budget:	\$245,393.81
A. Number of new students	79	Expended	<u>244,997.66</u>
B. Number of active students	170	Balance	\$ 396.15
C. Number of graduates	16		

### **SUMMARY:**

The good news is there was an 11% increase in Menominees in higher education programs this year. The bad news is the grant funds did not increase proportionately.

### **ADULT VOCATIONAL TRAINING**

This Program provides financial need-based BIA/Tribal grants to eligible Menominee students attending 1 – 2 year vocational/AA technical degree/diploma or certificate programs. Services provided to these students are the same as students in the higher education program.

Academic Year 2002-2003		FY 2003 Budget:	\$210,342.19
A. Number of new students	75	Expended	<u>209,111.60</u>

B. Number of active students	108	Balance	\$ 1,230.59
C. Number of completions	5		

#### SUMMARY:

There was a 38% increase in Menominees in technical programs this year. The time frame for education and training in vocational/technical programs is ideal for individuals who are anxious to enter the job market.

#### ADULT EDUCATION

Full-time GED/HSED instruction is provided under this program. Limited funds allow for short term job-related training, courses or workshops for eligible Tribal employees.

Services provided are:

1. GED/HSED self-paced instruction, Monday – Friday.
2. Licensed GED/HSED Testing Site – schedules are posted

Academic Year 2002-2003		FY 2002 Budget:	\$46,430.00
A. GED/HSED Completions	22	Expended	<u>41,816.46</u>
B. A.E. Completions	8	Balance	\$ 4,613.54

#### SUMMARY:

The new GED/HSED tests were implemented in January 2002. The procedure for processing tests has changed. Test results are tabulated by a central agency. It takes several weeks for a student to find out if they have achieved their certification. This procedure was initiated nationally.

### EDUCATION CONTRACT HIGHLIGHTS (CTF58t440B8)

#### HIGHER EDUCATION:

It is noteworthy that despite funding limitations, there were 6 Menominees who have achieved their Masters Degrees this year, bringing the total to 43: 36/Masters and 7/Doctorates. The number of Menominees in Undergraduate programs continues to grow each year with an 11% increase over last year's total. The funding situation affected 89 college/university students whose fall BIA/Tribal grant requests were pending because both BIA and Tribal grant funds were depleted by August. Some of these students were late financial aid filers. The Education Director assisted many late filers with electronic filing of the Free Application for Federal Student Aid Applications on the Internet. The Jeanette Elmer Scholarship recipients for the fall semester were selected. Of the 28 scholarship awards, 18 Menominee students qualified. Two Menominee students received the Annual W.I.E.A. Scholarships, out of the 4 awards offered. One Menominee student was recognized as Outstanding Student of the Year at the Annual Conference in April. This recognition is based on academics, community involvement and leadership qualities.

#### ADULT VOCATIONAL TRAINING:

The increasing number of students in vocational/technical programs also continues to increase as is reflected in the 38% increase over last year's number of students. There were 60 AVT students in pending for the fall semester because of lack of funds. These students were in the same situation as students in the Higher Education Program.

#### ADULT EDUCATION:

There have been several changes in the GED/HSED Program. The Chief Examiner resigned in January, 2002. Commuting from Stevens Point for testing and starting a new job were the reasons she could not continue. It was fortunate we were able to find a qualified examiner from Shawano who continues to test twice a month as was previously scheduled. The processing of test results takes approximately 2 weeks; therefore students do not know whether or not they have passed their tests until then.

### ELECTION COMMISSION

Davey Jean Peters

Nomination papers were available to eligible tribal members for the Tribal Legislature Election. The date for the Primary Tribal Legislature Election and the Police Chief was November 13-14, 2002. Tribal members certified as "On Reservation" Candidates for the Tribal Legislature were:

Laurie Boivin	Laurie A. Reiter
Eugene "Gene" Caldwell	Margaret Rose Snow
Michael Chapman	Lorena "Webster" Thoms
Kenneth "Bum Bum" Fish	Theodore "Tony" Warrington

Albert "Al" Fowler  
Annmarie Johnson  
Sylvia Wilber

James C. Wayka  
Bruce A. Wilber, Sr

The Election Commission certified the following as "Off Reservation" candidates:

Debra A. Fowler-Bowman                      Eva Johnson-Robinson

Two tribal members where certified for Tribal Police Chief:

Judith "Judy" Duquain                      Keith L. Tourtillott

Voting results at the polls and absentee on November 13-14, 2002:

Neopit Fire Station	208
Keshena Tribal Offices	579
<u>Absentee Returned</u>	<u>619</u>
Total	1406

The top six in the Primary Tribal Legislature Election were:

Michael Chapman	697	Theodore Warrington	492
Laurie Boivin	551	Sylvia Wilber	463
Laurie A. Reiter	506	Eugene "Gene" Caldwell	441

The remaining candidate's votes went as follows:

Albert "Al" Fowler	412	Eva Johnson Robinson	321
Margaret Rose Snow	389	Lorena "Webster" Thoms	285
James C Wayka	372	Bruce A. Wilber, Sr	276
Kenneth Fish	371	Debra A. Fowler-Bowman	146
Annmarie Johnson	324		

The January Election was held on January 8-9, 2003 and the winners for the Tribal Legislature were:

Michael Chapman    756                      Laurie A. "Molie" Reiter    624    Laurie Boivin                      618

The remaining candidate's votes are as follows:

Theodore Warrington    509    Sylvia Wilber                      382    Eugene Caldwell                      318

The winner for the Police Chief:

Judith "Judy" Duquain    855                      Keith Tourtillott                      448

Voting results at the polls and absentee requests:

Neopit Firestation	195
Keshena Tribal Offices	430
<u>Absentee Ballots</u>	<u>641</u>
Total	1266

The Tribal Election Commission budget for FY2002-03 - \$52,752.00

## ENROLLMENT

Eileen Schultz, Director

### SERVICES PROVIDED BY THE ENROLLMENT DEPARTMENT:

Furnish enrollment applications for Enrollment with the Tribe and

1. Furnish to descendants for 1<sup>st</sup> and 2<sup>nd</sup> Degree Descendants.
2. Do many certifications for various departments and schools that requires that individuals be enrolled.



## STATISTICS

Applications received:	285
Applications denied and placed on descendants roll:	178
Enrolled members in 2003:	107
Members Relinquished:	4
Members deceased:	45

CARRYOVER FROM TRIBAL BUDGET: \$5,151.72

## ANCILLARY ROLL

We have been requiring descendants be on the Ancillary Roll for many reasons. We require a fee of \$25.00, we need to prove that they are descendants, therefore we need to see their State Certified Birth Certificate.

## ENVIRONMENTAL SERVICES

Gary Schuetteltz, Director

**MISSION STATEMENT** - To serve the Menominee Nation by defending the environmental integrity of the land, air, and water base which makes up the cultural and earth resources of the Menominee People. The protection of these resources will help to assure they are sustained for future generations of Menominee. To further assure that the health needs of the Menominee People related to the environment and land base are maintained.

**SPECIFIC DUTIES** - perform Lake and stream studies for fisheries and other planning, monitor water quality to maintain in optimum condition. Habitat restoration including wild rice, trout streams, and sturgeon. Monitor the progress of the Nicolet Mining project in opposing the mining effort. Remediate sites that have become contaminated by leaking tanks and other spill sources. Work for the proper disposal and cleanup of hazardous waste. Monitor transportation of hazardous materials and work with facilities in complying with hazardous materials regulations and use. Work to maintain air quality, by participating in partnership and monitoring air quality permits. Work with Menominee County in Emergency Response Planning. Perform surveys of public food service facilities and other public facilities to assure safe and sanitary conditions. Gather data on injury trends and develop and implement strategies to address specific injury problems. Work in conjunction with other Tribal Departments in planning and implementing programs for municipal sewage disposal, water systems, and solid waste disposal. Analysis of individual drinking water systems to assure safe water, technical assistance in sewage disposal, indoor air pollution, recreational sites, vector control, epidemiology, industrial hygiene, etc.

## ACCOMPLISHMENTS FY 2003

- 175 Child Safety Car Seats given out to parents of newborn children.
- Developed and received grant of \$7100 to continue the car seat program.
- Work with Regional Bioterrorism Consortium in developing emergency action plans for responding to Bioterrorism and disease outbreak incidents.
- Work with the HRSA/CDC State Advisory Committee on Bioterrorism.
- Staff certified in Lead Inspection and Testing.
- Total of 8 public facilities, and 51 residential homes tested for lead paint under EPA grant.
- Work with Headstart staff, staff from Wisconsin – Division of Health and University of Minnesota on the problem with radon in the Neopit Headstart. Headstart has now moved to Middle Village, and a mitigation plan for Neopit has been developed.
- Developed a continuing monitoring plan for the Bovin LUST site in Neopit. Clean up at this site approaching the \$1,000,000 cap.
- Received a small grant of \$3000 from State to conduct some radon testing in private homes.
- Pre-disaster mitigation planning continues with majority of field work completed. Need to finalize plan and present to public hearing.
- Collected one bird for West Nile Virus, have not received any results.
- Staff conducted or facilitated numerous training for Tribal programs in such areas as Terrorism Awareness, hazardous materials spills, bloodborne pathogens, etc.
- Received grant of \$40,000 to conduct a pre-hazard mitigation plan for Menominee Reservation/County.
- Several emergency exercises conducted during the year including a haz-mat spill, and a "shooter" at a local school.
- Received reimbursement grant of \$30,000 from State for Water Resources Management under DATCP Program.

- Provided technical assistance and training for Utility Staff in laboratory procedures for Keshena Sewage Treatment Plant.
- Received \$52,000 from BIA to make repairs to Neopit Dam.
- Received \$25,000 from BIA to begin addressing habitat restoration at Flood wood area on West Branch out of Neopit.
- Received \$173,684 from EPA for continuing lakes and stream work.
- Received \$146,667 from EPA for continuing work under the General Assistance Program.
- Water quality standards have been drafted and public hearing conducted on September 29.
- The two (2) year nutrient study of 16 lakes and 2 springs has been completed.
- Thirty seven (37) lake reports have been completed.
- Nutrient Study on Lakes completed with reports in progress.
- Received \$50,000 in funds from Fox River NRDA Settlement. Will be used to research re-establishment of wild rice on the Menominee Reservation. Currently have contracted expert from UW Oshkosh to conduct research.
- Continue to monitor Fox River and participate in NRDA as a Trustee.
- Sturgeon populations assessed on the Wolf River and Legend Lake as well as the transfer of 20 sturgeons to the Wolf River.
- Developed plan and supervised removal of old culverts on the abandoned railroad line. Received \$75,000 from Wisconsin Central RR to complete this work.
- Continue to monitor impacts of downstream hydroelectric dams, along with fish habitat improvements in those areas. Work with FERC on Legal Mediation Issues in Washington, DC.
- Completed nutrients project on several lakes on the Reservation.
- Submitted and received approval to reprogram Wellhead funds from EPA to conduct a source water protection program.
- Ground water model for entire Reservation completed by USGS under the wellhead project.
- Worked closely with USGS and IHS in planning location for new well for Keshena.
- Received approval from Mining Investment and Local Impact Fund Board to continue the \$40,000 grant to be used for legal issues in fighting the Crandon Mine.
- Continue to monitor applications, attend meetings, review technical submissions, etc. concerned with this project.
- Work closely with other Tribes, Tribal departments, and other agencies on the Crandon Mine project.
- Received grant of \$10,000 from BIA for household hazardous waste collection, will be held on October 11, 2004.
- Received grant of \$20,000 from BIA to clean up old existing salvage yard.
- 684 fluorescent lamps and 40 pounds of broken lamps collected and recycled.
- Received an amendment to our existing Air Pollution Grant to continuing air monitoring and expand into a study of air problems in Neopit. Grant from EPA for \$120,998 over two years.
- Info on air site and what found.
- Develop NEPA documents (Environmental Assessments) for Tribal and Federal Projects on Reservation.
- Issue permits and monitor regulations for water quality projects and construction activities on the Reservation.
- Have ordered a Particulate Matter collector and have taken a similar training on how to get it up and running.
- Samples taken have remained consistent from quarter to quarter with our lab calculations and the Central Analytical Laboratory calculations reading very close. Mercury samples have also remained consistent from quarter to quarter. There is no advisory limit for mercury given by EPA, but it is noted that mercury will increase slightly if there has been little rain in following days and weeks and it will be lower if there has been more rain.

## **FAMILY PRESERVATION**

Shannon Wilber, Director

Family Preservation and Support serves the families of the Menominee community through the prevention of family crisis as well as supporting families who are experiencing crisis through the use and delivery of culturally appropriate resources. The Youth Advocate, Mentoring Coordinator, Juvenile Court Counselor, Project Venture Coordinator, Menominee Parenting Manual, Alliance for Menominee Youth and early intervention programs are all components of Family Preservation and Support that meet the unique needs of Menominee youth and their families.

The Youth Advocate Program is in its fourth year of operation and is dedicated to providing education, support, information and referrals, and advocacy services to Menominee youth and their families. The goal of the Youth Advocate is to reduce recidivism and prevent youth from becoming further involved in the justice system. Parental and family involvement is a strong component whereas the Youth Advocate assists youth and the family in

identifying strengths and weaknesses in helping them to build a strong family unit. The Youth Advocate directly assisted over 25 youth and their family members.

The Mentoring Program has just completed a second year of funding and the goal was to have a positive impact on Menominee youth thereby having a positive impact on school attendance. The Mentoring Coordinator was responsible for recruitment, acceptance, and training of mentors and recruitment and matching of mentors. 5 mentors continue to work with the program. 8 mentors are waiting for background clearance and will eventually be trained and matched with those youth who are waiting mentors.

The Menominee Parenting Manual and Parenting of Teen Classes are valuable resources that continue to be utilized and distributed. Family Preservation & Support coordinated 3 Parenting of Teen Classes where 18 participants registered for and attended. We also supported one Menominee Parenting Manual parenting class in collaboration with Menominee Indian Head Start. 12 participants registered for and attended Menominee parenting classes this year. 12 manuals were distributed.

New services provided through this department are the delivery of early intervention services. Through the Juvenile Accountability Incentive Block Grant, Tribal Youth Program, Project Venture (In school, during breaks and summer vacation. This is an environmental learning approach.), Family Preservation and Support in collaboration with the Menominee Tribal court developed a referral program aimed at reducing truancy, underage drinking and curfew citations. Over 79 referrals were made for youth to participate in the Truancy Reduction Program and Alcohol Education Program. 13 participated in the Menominee ropes and challenge course and received follow-up services resulting in improved attendance for these youth. Also, 66 youth were referred for underage drinking where 20 actually reported for the educational classes, 19 completed, 4 youth re-offended and were referred to complete alcohol assessments and receive further AODA services from Maehnowesekiyah.

The Alliance for Menominee Youth is a project that promotes community service by Menominee youth, increase cultural awareness, and promote leadership. A few activities the group was involved in include National Youth Service Day, volunteering for the 3 on 3 Basketball Tourny, Family Fun Day, Veterans Pow wow clean up, Menominee Nation Pow wow, Parenting of Teens-Teen Panel, Teen Night, Family Night, Menominee Youth Leadership Conference, and Easter Egg Hunt. Over 25 Menominee youth participated in the Alliance for Menominee Youth group and the group continues to grow and be active.

Participants within the Family Preservation and Support program are self-referred and work with the program voluntarily, unless they are a part of the Juvenile Accountability Incentive Block Grant or Tribal Youth Program. Family Preservation and Support provided services to over 250 youth and family members.

## **FINANCE**

Kathy Kaquatosh, Director

Finance is required to present fairly the Tribe's financial information through general accepted accounting principles. Finance assists program directors with fiscal responsibilities required of each contract/grant the Tribe receives.

The Tribe has over fifty million dollars to be accountable for. For each award the Tribe receives from Federal, State, and including the Tribe's funding, a separate budget is maintained for accountability. The breakdown on the amounts received from the various funding agencies and a service provided breakdown will be identified in the presentation under Budget & Finance Report.

The Finance Director and monitoring staff worked with the Budget & Finance Committee during the Tribe's budget process. Government Affairs Committee is another active Committee that Finance has worked with. These Committees will identify issues discussed and action taken throughout FY 2003 in their report.

A major project this year was planning, researching, and attending demonstrations for upgrading the accounting software. Our present accounting software is nine years old and Finance was approved to purchase new software. We plan to have the new software installed next fiscal year. Our recommendation will be presented to the Government Affairs Committee for their approval and final approval by the Legislature.

Please refer to the Budget and Finance Committee report for dollar amounts.

## FOOD DISTRIBUTION

Pat Roberts, Director

Our Midwest Region Food Distribution Programs have been approved another year in piloting the Prime Vendor Pilot Project. This means we are receiving about 95% of our food from commercial vendors, and the rest is USDA labeled commodity food items. The Bison, Ham, and Trail Mix are Bonus USDA Products. Other USDA products are the canned Beef and Lunchmeat. We have not had Lunchmeat for a couple of months, but USDA does have it ordered.

There are about 114 Food Distribution Programs on Indian Reservations through-out the United States, in six areas. The areas are called Regions and they are the Midwest, Mountain Plains, Northeast, Southeast, Southwest, and Western. We are in the Midwest Region.

We stay active in the National Association of Food Distribution Programs on Indian Reservations (NAFDPIR) because we can provide input on needs and changes we believe are important for the program. Our program has been active on the NAFDPIR Board since 1992 and has served on committees with USDA and other agencies in Washington, DC for program improvement.

In 2003 we served 3,162 Food Distribution and 1,166 TEFAP Pantry households with food items.

The TEFAP Pantry requires us to provide a 50% match of donated food for the pantry. The Casino provides us with food from their Food Drives but it is not enough to meet the match. The Menominee College is allowing us to contract through them with Second Harvest and between the Casino and Second Harvest we should be able to meet the 50% match. In FY-2004 we will begin getting food from Second Harvest from Omro.

We are still working at getting our recipes entered into our nutrition analysis program. This is a cumbersome process because there are over 22,000 plus food items to sort through to find the correct food item to use. When all recipes are entered, we will be able to redo our cookbook and send the replacement pages to all those that purchased the book

## GAMING COMMISSION

Lynette Miller, Director

The Menominee Tribal Gaming Commission (Commission) is an arm of the Tribal government established for the exclusive purpose of monitoring the gaming activity on behalf of the Menominee Tribe. The Commission consists of five departments and a five member board of Commissioners. The Commission departments are; Administration, Audit, Background Investigations, Investigations, Security Systems, and Surveillance. The five Commissioners are:

<b>Duane Waukau-Chairman</b>	<b>Term expires:</b>
<b>David Waupoose-Vice Chairman</b>	<b>August 2005</b>
<b>Randy Chevalier – Commissioner</b>	<b>August 2004</b>
<b>Pamala M. Alfonso – Commissioner</b>	<b>August 2004</b>
<b>James Horton – Commissioner</b>	<b>August 2006</b>
	<b>August 2006</b>

### Administration:

Individuals barred from gaming premise	30
Barring action was based on:	
Possession of illegal substance	13
Theft	13
Disorderly conduct	2
Permanent barring	2

A total of thirty notices of noncompliance have been issued through the month of September. Seven deviations were issued, four reportable conditions, and three material weaknesses to date.

No dispute hearings were conducted. No fines were issued. One line staff's gaming license was sanctioned and two directors gaming licenses were sanctioned. The departments involved include bingo, cage, change persons, count teams, finance, marketing and vault.

Three chapters have been added to the Menominee Tribal Gaming Standard Regulations to address the new state gaming compact changes. These were Chapters #13, Card Games, Chapter #14 Craps and Chapter #15 Roulette and Menominee Big Six Wheel.

#### **Audit Department:**

Two suspicious activity audits were conducted one on a local hotel for misappropriation of casino match play coupons and the other audit was on suspicious miscellaneous income.

Three Bingo customer complaints were received this year and out of the three, one was resolved in the customer receiving a refund, and the other two complaints were found not to be true.

A total of seven follow up audits were performed, one for the complimentary services, four for reportable conditions and two on deviations.

The mandatory audits completed for the year were: the Information Technology, Cage, Slots and Tables. The reports for the slot and table audits are near completion and the Information Technology and Cage reports were submitted to the Menominee Casino/Bingo/Hotel General Manager.

The Audit Department has also assisted in the three new chapters that were added to the Gaming Standard Regulations for Card Games, Craps and Roulette.

#### **Background Investigations Department:**

Completed Background Investigations	87-approved
Completed Renewal/Reissue Investigations	92-approved
Ineligibilities	7
Denials	2
Revoked	2
Suspensions	16
Fingerprinted	137
Interviewed	212

#### **Investigations Department:**

NUMBER	CATEGORY	What	Who	Referral
1	Anonymous	Slot scam	Customer	
4	Concern	Conduct	Employee	Management
2	Counterfeit Bills	Twenties-bad	Customer	
8	Destroy	EPROM's	slot	N/A
8	Drug related	Employee		
		Customer	Floor/hotel	
1	Lost & found	Checks		
1	Missing Person	FYI	Customer	MTPD/MESO
2	Name Check	Person	Customer	DCI
1	Shortage	Overpay	Employee	Management
2	Solicitation	Solicitation	customer	MTPD/MESO
21	Suspicious Activity	Marking cards	Customer	
		Large bank roll	Customer	
		MVP points	Customer	
		Bad Chips	Vendor	
		Missing Cards	Tables	
		Large amount entries	Customer	
		Policy violation	Employee	
		Fencing property	Customer	MTPD/MESO
		Drop door	customer	Management
		High roller	customer	Management
		Warrant	customer	MTPD/MESO
		Item exchange	employee	Management
		Behavior	customer	MTPD/MESO
		Underage	customer	Management
		Unusual buy in'	customer	Management
		Behavior	employee	Management
		Identity	employee	Management
		Vendor	employee	Management
		Unusual play	customer	

		50 dollar chip	customer	Management
		Foreign coin	customer	Management
7	Theft	Money Pouch	customer	MTPD/MESO
		Slot keys	customer	MESO
		Coat/gift shop	customer	MTPD
		2 Purse	customer	MTPD
		Frozen Food	employee	MTPD
		Frozen food	employee	MTPD
		Dairy Products	employee	MTPD/MESO
1	Threat	Phone in	Employee spouse	MTPD
1	Watch	Person	customer	MESO
1	Warrants	Person	customer	MTPD/MESO
61				

#### **Security Systems Department:**

The biggest project for use this year was preparing for the new Poker Room, Craps, and Roulette games. Before the new games arrived, the Black Jack tables were moved into the old Forrest Edge room. Also a new Cashiers booth was built in the same area to accommodate the fills needed for the games. Eighteen new cameras were installed and eighteen were relocated. Four of the new cameras installed were Pan/Tilt cameras. This year we adjusted a hundred forty-four cameras and replaced thirty-five. The Systems Department had to change, add, or delete accesses three hundred twenty-six times in 2003. EPROM Verification testing verifies that the EPROM's going into the Casino's slot machines meet the National Indian Gaming Commission regulations. Approximately four hundred ninety-seven slot machines were tested in 2003. Of the machines tested: two hundred of these were new installs, one hundred and eighteen were machine upgrades, and twenty-seven were conversions. It has been a pleasure working for the Gaming Commission for the last seven years. The Security Systems Department will strive to meet the high level of professionalism and integrity that you have come to expect from us while working for you, as we continue to provide and ensure the integrity of all electronic security equipment while providing asset and building protection for the Casino, Tribe, and the Menominee people.

#### **Surveillance Department:**

This year there were 1,208 surveillance reports written. The following are examples of the reports written:

Random watches	208	Tables	105
Injury/Illness	147	Close Watches	93
Policy & Procedures	106	Theft	51
Suspicious Activity	40	Escort Out	36

In closing, I would like to thank the Commissioners and the staff of the Commission in their dedication to protecting the assets of the Menominee Tribe as they relate to the gaming facility. I would also like to thank the Surveillance Department employees and the Security Systems employees for their proactive approach in monitoring the gaming facility and ensuring proper placement of the cameras while under the employment of the Commission.

As of October 1, 2003 the Surveillance and Security Systems departments are no longer departments under the Commission structure, both departments report to the gaming operation.

## **GENERAL ASSISTANCE**

Wayne Pecore, Director

The General Assistance Program has been here for 8 years. Before that we had RNIP. The State terminated RNIP in December 1995. With the help of Betty Jo Wozniak and Chairman John Teller we were able to secure BIA funding for GAP. The first year we averaged 93 clients per month. We have 2 staff, a Director and a Case Worker.

Gap is basically for qualified needy Indian persons to assist them in their essential needs of food, shelter, utilities and clothing. An applicant must have exhausted all other resources available to them. To qualify, a person must be enrolled with a Tribe and living on the Menominee Reservation. Those that are able to work must accept any employment offered. The applicant must agree to read and sign all information required of them. Refusal to agree could result in a denial of their application. When applying, they must provide proof of enrollment with a Tribe, register with job service and fill out a residency form. They are required to fill out the application to the best of their ability; all applicants must register with the WEP program. Anyone who is unable to comply must bring a signed statement from their doctor stating the disability and length of time to be off. We assist them when they are applying for SSI or benefits.

GAP is for clients without dependant children. All clients are required to do Friday sign-in at the GAP office. They are informed of their Rights and Responsibilities, the Privacy Act, the Written Notice within 30 to 45 days and the Fraud Statement. A request for a Hearing must be made within 20 days from the dated of the Written Notice. If a Hearing is not requested within this 20 day period, the decision becomes final.

An application for Insurance coverage is included and must be filled out. Clients must use the Tribal Clinic for services and coverage will begin the first of the month they apply. They must be eligible for GAP to receive coverage. Drug and alcohol treatment will only be eligible at Maehnowesekiyah and they must have a referral from a Doctor at the Tribal Clinic.

A Determination Letter is sent to the applicant informing them of the decision and the amount they will receive. The first grant is prorated from the date of application. Clients are reviewed every three months. The amount of their grant is based on the State standard of public assistance, less income and resource. The rate was changed by the Legislature and is broken down into five categories:

1. Head of Household, members able to work.
2. Non Head of Household, members able to work.
3. Head of Household, members medically unable to work.
4. Non Head of Household, members medically unable to work.
5. Full time High School Students.

A high school student is not eligible unless they can prove unmet needs. They are dependants of their parents and the parents are required to provide these essential needs of food, clothing, utilities and shelter. If the parent's income is over the Federal Poverty Guidelines, the student is not eligible. They are included in the Family Unit. If child support is provided for the students, their needs are being met and not eligible.

We are a federally funded program. Congress has enacted a cap on the amount of funding Social Services can receive. Each year they approve these appropriations and then it is sent to the President for his approval. Each year the Tribe has to carry us until we get our money. They only other money we get is from the State Food Stamp program. It is 50/50 match program. This year we received 3,926 dollars. We work with the County and provide training for our clients that get food stamps.

**GENERAL ASSISTANCE PROGRAM FY2003**  
**GRANTS OF ASSISTANCE AND CASELOAD**

<b>MONTH</b>	<b>GRANTS</b>	<b>CASE</b>	<b>H H</b>	<b>ADMIN COST</b>
OCT	7,620	47	11	7,502
NOV	5,105	27	7	5,447
DEC	4,390	23	7	7,664
JAN 2003	2,855	15	6	9,875
FEB	1,330	7	3	7,264
MAR	432	4	1	7,182
ARL	7,382	51	9	7,168
MAY	10,492	55	11	7,142
JUN	11,254	62	13	8,240
JUL	11,502	58	16	13,566
AUG	10,881	59	13	13,306
SEP	9,417	51	13	12,931
<b>TOTAL</b>	<b>82,660</b>	<b>459</b>	<b>110</b>	<b>7,287</b>
<b>AVERAGE</b>	<b>6,888</b>	<b>38</b>	<b>9</b>	<b>8,940</b>

**B.I.A. REPORT FY 2003**  
**QUARTERLY ANALYSIS OF GRANTS FUNDS**

	<b><u>AVERAGE CASE LOAD</u></b>	<b><u>COST</u></b>
<b>FIRST QUARTER</b> OCT-NOV-DEC	97	17,115
<b>SECOND QUARTER</b> JAN-FEB-MAR	26	4,617
<b>THIRD QUARTER</b> APR-MAY-JUN	175	29,128
<b>FOURTH QUARTER</b> JUL-AUG-SEP	168	31,800
<b>TOTALS</b>	<b>466</b>	<b>82,660</b>

**B.I.A. REPORT FY2003**  
**UNDULICATED CASE COUNT**

<u>AGE</u>	<u>18-20 YRS</u>	<u>21-34 YRS</u>	<u>35-49 YRS</u>	<u>50-65 YRS</u>	<u>TOTAL</u>
UNEMPLOYABLE	1	2	5	3	11
MALE					
FEMALE	10	2	3	3	18
EMPLOYABLE	33	11	28	15	87
MALE					
FEMALE		16	14	7	37
<b>TOTAL</b>	<b>44</b>	<b>31</b>	<b>50</b>	<b>28</b>	<b>153</b>

## **HISTORIC PRESERVATION**

David J. Grignon (Nahwahquaw), Director

### **REPATRIATION**

The department is continuing to bring home our ancestors home for reburial in accordance with the Native American Graves Protection and Repatriation Act (NAGPRA). To date, we have repatriated 66 of our ancestors and associated funerary objects and reburied them with traditional Menominee ceremonies here on the reservation. On November 7, and 8, 2003 the department will repatriate three of our ancestors remains from two museums. Two ancestors are coming from the Museum of Natural History, Smithsonian Institution in Washington, D.C. and one will be coming from the National Museum of the American Indian (NMAI), Suitland, Maryland. Once again, we have asked tribal elder Dewey Thunder, Sr. of Zoar to assist us with the repatriation ceremonies. Dewey is very knowledgeable of Menominee traditional burial customs, ceremonies, and traditions.

### **MENOMINEE LANGUAGE REVITALIZATION**

The department is in its third year of the Administration for Native Americans (ANA) Menominee Language Preservation grant. The grant consists of training tribal members to become certified Menominee language teachers. The trainees are working with Menominee native speakers and implementing the language into cultural projects. Some of the projects the language trainees have worked on are the maple sugar harvest, wild rice harvest, traditional medicinal plant harvest; Menominee youth culture camp and other cultural activities. In September of this year language trainee Ron Corn Jr. (Moshawquit), took and passed the Menominee language teacher certification examination that was given by the Menominee Language and Culture Commission. The test consisted of an oral exam with Native Menominee speakers and a written exam that tested Ron's knowledge of Menominee history and culture and Menominee phonetics and grammar. When native languages are becoming extinct throughout the United States it is was an honor to have worked with Ron and to help him become a fluent speaker of our language. The department now has the "intermediate" Menominee language tape and manual available for sale and we are currently working on the "advanced" Menominee language tape.

### **TRIBAL HISTORIC PRESERVATION OFFICE**

The Historic Preservation Department has the official designation as a Tribal Historic Preservation Office (THPO) from the National Park Service. This enables the tribe to protect and preserve their own cultural resources on the reservation. The department receives a grant annually from the National Park Service to help pay for department operational costs and for cultural projects. The THPO is a unique designation in Indian Country and 35 other tribes in the United States have this unique designation. The Menominee THPO is an active member of the National Tribal Historic Preservation Officers Association.

### **MENOMINEE CULTURAL MUSEUM**

The department is continuing its effort to build a cultural museum. The Native American Graves Protection and Repatriation Act (NAGPRA) enables the tribe to repatriate sacred objects, unassociated funerary objects and objects of cultural patrimony from museums, however we need an environmentally controlled facility to house the material. This year we received funding from the Northwest NIIJII economic development initiative to continue our effort to build an environmentally controlled museum facility.

### **NHPA SECTION 106 COMPLIANCE ISSUES**

The department continues to monitor Section 106 compliance issues on and off the Menominee reservation and in ceded territory. Section 106 of the National Historic Preservation Act mandates tribal, federal and state agencies that use federal funds or need federal permits for projects to comply with Section 106 and consult with tribes. Currently, we conduct "consultations" with tribal and state entities, and federal agencies that include Federal Highway Administration (road projects), Wisconsin Dept of Transportation (road projects), Army Corp of Engineers



(Crandon Mine Project), Federal Energy Regulatory Commission (Shawano Hydroelectric Project), Federal Communications Commission and the Indian Health Service with Section 106 compliance issues. In most instances, an archaeological survey must be completed before any "ground disturbing" activity can begin. The "consultation" process continues with on site review, meetings or letter correspondence with the lead agency implementing the proposed construction project.

### **MENOMINEE YOUTH CULTURE CAMP**

This year's youth culture camp was held at Wayka Falls on August 10-15 and was coordinated by our department. Thirty-Eight Menominee youths ages 12-16 attended this year's camp and participated in Menominee cultural teachings, traditional games (lacrosse and bowl and dice), drumming and singing, Menominee language instruction, and traditional arts and crafts. Youth camp participants also visited an Eagle nest site and an archaeological site (mound group) on the reservation. The adult counselors did an outstanding job overseeing the youth at the camp and coordinating camp activities. This year, members of the Menominee Youth Alliance also served as youth counselors at the camp. Parents of youth participants enjoyed a delicious traditional meal on "parent's night" and observed camp participants presentations and skits. The parent's night ended with a mini Pow-wow that was enjoyed by all. The camp was made possible with funding from Family Preservation Dept., Menominee Tribal School, Rural Health Network and our department.

### **STURGEON FEAST AND CELEBRATION POW-WOW**

This year's Sturgeon Feast and Celebration Pow-wow was a great success with approximately 500 people attending the cultural and spiritual community event. Prior to the Pow-wow, fifteen sturgeon were transported to the Chickenay Creek by the Dept of Natural Resources and a Menominee prayer was given by tribal elder Lillian Nelson and an honor song was performed by the Jr. Deadgrass Society Drum in honor of the sturgeons return to the reservation.. During the Pow-wow, several traditional dances were performed including the fish, swan and snake dance. This year, Leslie (Easter) Shawanokasic was honored for her dedication of teaching and preserving Menominee culture and traditions, and for reviving many traditional Menominee arts and crafts. She was also instrumental in reviving the annual wild rice in coloration with our department. The Pow-wow ended with a huge give-away from the Historic Preservation Staff to all who attended the Pow-wow and feast. We will be looking forward to coordinating next year's event. This year's event was made possible with funding from Family Preservation Dept., Menominee Tribal School and our department.

### **TRADITIONAL WILD RICE HARVEST**

Once again, the department participated in the annual traditional wild rice harvest at the "rice beds" located on the West Branch of the Wolf River below Neopit. The department collaborated with the Menominee Tribal School, Menominee Indian School District, and Community members for this year's harvest. All of the rice was processed in the traditional way at the Logging Museum, except for the tribal school who processed the rice they harvested at their school. We are looking forward to next year's harvest.

### **TECHNICAL ASSISTANCE**

The department continues to provide technical assistance to all tribal departments and other reservation entities. Students and teachers from the Menominee Tribal School and Menominee Indian School District and community members utilize our historical documents, historical photographs, and other historical and cultural resource and reference material we have in our office. We have also helped Menominee students with their "research projects" who are attending higher education institutions off the reservation. We will continue to provide this service to the community. The department also produces a yearly historical/cultural calendar that has become a good fundraiser for the department.

### **MENOMINEE LOGGING MUSEUM**

The department continues to manage the Menominee Logging Museum. The museum is open for tours from May 1<sup>st</sup> through October 15<sup>th</sup>. The guided tour lasts approximately one hour through seven log building. We have visitors from throughout the United States and foreign countries. Many large school groups visit the museum as well as other interested groups. The Menominee Logging Museum has the world's largest collection of logging artifacts and is an important component of Menominee history. On October 11, the Logging Museum held a Lumberjack Breakfast and Uncommon Forest Products Workshop. The workshop's were: Black Ash Basket Making, Organic Herbal Products, Birdhouse/Butterfly/Bat House making, Mushroom Cultivation, Herbal Salve making and Medicinal Plants. The Lumberjack Breakfast and workshops were well attended by the reservation community and was sponsored by the Menominee (NIJII) Enterprise Sub Zone Committee, Lumberjack RC&D and the Historic Preservation Department.

# HOUSING HUD

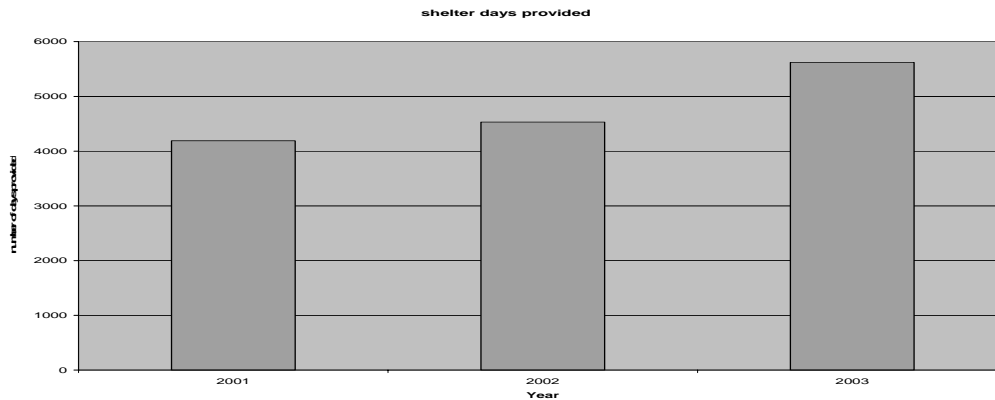
Wendell Askinette, Director

The Housing Department is comprised of 17 major components and/or programs (Administration, Drug Elimination, Elderly Housing, Emergency Housing, Finance, Home Loans, Home Repair Loans, Homeownership, Home Sales, Inspections, Inventory, Low Income Rentals, Maintenance, Rehabilitation, Rental Assistance, Security, and Tax Credit Program) and is staffed by 42 personnel who provide services to over 500 clients annually. Accomplishments, of the various programs, for this past year include the following:

**EMERGENCY HOMELESS SHELTER (EAGLES NEST).** The basic services of the Eagle's Nest Shelter do not change from year to year. These first paragraphs outline those basic services provided to individual and families who find themselves in a situation of Homelessness. The Eagle's Nest Emergency Shelter provides temporary shelter and supportive services to individuals and families who find themselves in need of housing. We insure that those we serve have clean, safe and adequate shelter while they work to overcome the issues and barriers they face relative to permanent housing. We offer our services in a manner that supports and encourages the dignity and self worth of those in our programs.

In addition to the physical aspects of our program - a clean room, kitchen and laundry facilities, living area, play areas, food, personal items, clothing etc. – we also offer supportive services such as case management and referral to other Tribal and community agencies. In collaboration with other agencies we can assist people with finding solutions and support for such things as AODA problems, Mental Health concerns, Health care, Income assistance and employment or training opportunities. Encouragement and support allow people to resolve issues themselves and remain or in some cases become more independent. Staff work along side our residents to help them learn basic skills that may be new to them and will be necessary for them to move forward toward independent living.

During this past year we provided Shelter services to 172 households. We anticipate providing 5623 shelter days this year. This is an increase of nearly 25% over last year. For the past couple of months we have been at capacity and have had a waiting list of as many as 4 households. We don't anticipate this trend to change. The trends regionally and nationally are showing increases in homelessness and facilities everywhere are at or near capacity.



We received some funding from a couple of different grant sources this year which allowed us to offer some Homeless Prevention. That is, we were able to use funds to pay past due rent our utility bills which if left unpaid would have put people into homelessness. We also had funds to be able to help people with security deposits. This enabled us to assist people in getting into homes more quickly or in some cases it was the only way that people were able to access housing. With these funds we were able to assist 54 households to date this year.

As a part of the above financial assistance, we asked people to participate in Rent Smart classes. These classes are designed to assist people in understanding their roles as tenants and to understand lease agreements and also provide information on spending plans and budgets. We had 42 people participate in these classes. We are currently exploring other ways to incorporate these classes for others.

Our staffing this past year increased to 3.5 FTE in addition to the Coordinator. This has been very positive in terms of providing consistent services to our residents. It has also improved the security of the facility by having almost around the clock coverage. Going forward we would like to add an additional half time person or to increase the part time person to full time.

Our Transitional Housing program is operational. We have three (3) units available and currently all three are occupied. For these families or individuals we will now have this additional option of offering them a longer term situation. The Transitional housing program provides case management and support for families in need of longer term assistance. The families identify specific goals and objectives to be accomplished in their Transitional program and will also participate in other activities such as budgeting, RENT SMART classes, etc. In addition to this they will pay some rent or program fees, based on their income and ability to pay.

This past year the Tribe received a grant through the Justice Dept. to provide shelter for victims of Domestic Violence. This project is now underway after a long delay in the final release of funds from the Justice Dept. A memorandum of Agreement has been reached with Maehnowesekiyah regarding the lease of one of their buildings for use as the shelter. Some modifications are being done to improve security of the facility and staff will be hired in the next several weeks. Following some training and development of program guidelines, the facility will open to provide shelter and services to victims of Domestic Violence on the Menominee Indian Reservation. Services will be coordinated with Maehnowesekiyah, Tribal Courts, Tribal Law Enforcement, Tribal Prosecutor etc. Activities in those areas have already begun through meetings and participation in the Coordinated Community Response Task Force.

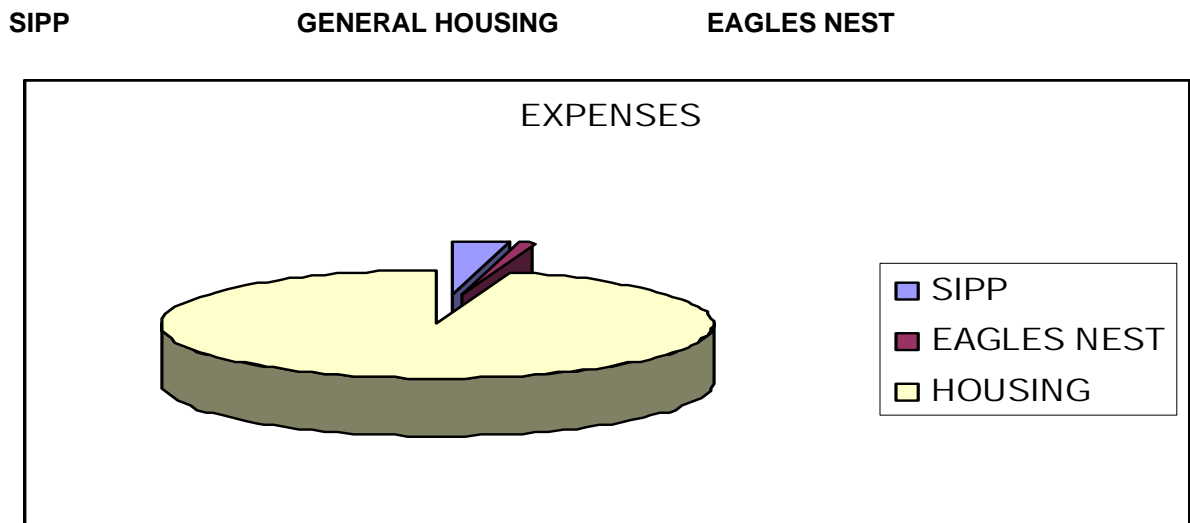
**FINANCE** - The Finance Division is assigned to the Housing Department and Wolf River Development Company to assist with financial duties. The Division has four personnel, which includes the Financial Supervisor, Receptionist/Accounting Clerk, Financial Assistant, and the Accounts Receivable Specialist. The Finance Division is responsible for the financial needs of all programs within the Housing department. The main duties of the Finance Division includes assisting with the set up and monitoring of all budgets, managing the cash flow from 300 tenants receipts, daily deposits reconciliation, purchase requisitions, billings, invoices, revenue allocation, and enforcement of the collection policy.

The Finance and Residential Divisions has been very successfully in collection current rent that are owed. The average delinquency rate in housing for FY02 was 25%. In FY03, it was 19%. This is a 6% decrease, thus 6% more cash to allocate to housing services. In fiscal year 2003, the Housing department charged \$397,297, in rent. We collected \$404,428. There was a carryover balance from the prior (FY02) fiscal year of \$12,873. As of September 30, 2003, we have a carryover balance of \$1,155.00, of uncollected rent for all programs.

In FY02, the Finance Division added a new position of Accounts Receivable Specialist. The duties of this position is to monitor, track, and process tenants rent payments. The Housing department realized that revenue generated from rental income was an important factor to our longevity as a business and to reinvest these dollars into housing services. A collection policy was developed and approved by the Legislature. The Accounts Receivable Specialist enforces this policy by representing the Housing Department in court regarding eviction matters.

As a result of the enforcement of this policy, we sent 525 delinquency notices and 214 terminations. Of these terminations, 209 tenants found successful means to dismiss the terminations. This shows what a positive impact the collection policy has on the financial future of the Housing Department and the housing situations of our clients.

The Housing Departments expenses for FY03 are \$2,721,976. The expenses are funded by a variety of different sources such as Federal, State, Local grants, and rent revenue. The Housing Department's funding sources are as follows.



**INVENTORY** - The Inventory department consists of one employee, the Inventory Specialist. A part-time High School student comes to work in the afternoon as part of the CESA 8 School to work training program. The Inventory Specialist provides services to the Maintenance Department by making sure materials and supplies are kept at levels so the maintenance/rehab personnel can complete daily work orders. The day to day activities for the Inventory Specialist include assisting maintenance/rehab personnel with gathering needed materials, data entries that maintain the HDS Inventory module, and contact with vendor sales representatives to obtain quotes and find the best pricing for items purchased. The Inventory Department has two inventory garages with a total cost being \$145,036.16 as of 09/30/03. The total number of items in stock is 61,659. The Inventory Department provides the courtesy of a Tool Loan Closet which includes lawn mowers, weed eaters, shovels, rakes and chimney sweeps to the clients of the Menominee Tribal Housing Department. A small deposit is required for the use of these items, but is refunded when the items are returned. The Tool Loan Closet serviced 16 individual clients this year.

### **LOAN COORDINATOR**

**Services:** Loan Coordinator oversees the Emergency Home Repair Loan Program and provides assistance to tribal members needing home buying and mortgage financing assistance. Training in financial literacy and credit counseling are also provided.

#### **Accomplishments:**

- Processed 32 loans to tribal members under the Emergency Home Repair Loan Program.
- Provided home buying and mortgage financing assistance to 100 tribal members interested in purchasing a home, refinancing their mortgage, or performing home improvements. Initial inquiries were made either by phone or in person. Explanation of programs available for trust land financing was provided in addition to the steps required in obtaining a mortgage and purchasing a home. Follow up included referrals to USDA – Rural Development, obtaining and reviewing credit reports, addressing credit issues and assisting with the application process of lenders and/or programs.
- 6 families received mortgages on trust land through Associated Bank under the Native American Conventional Lending Initiative.
- Through the USDA – Rural Development Department, four families received loans on trust lands. 2 purchased homes under the 502 Direct Loan Program. 2 received approvals and will close their loan (purchase) in the Spring of 2004.
- Worked with Linda Olson of Shawano UW Extension and presented a Homebuying Seminar at the Menominee Casino on January 11, 2003. Seven individuals attended – three were from the Menominee community. The focus of the training was on the financial aspects of homeownership and credit. Attendees received a home office kit to organize their financial records. The seminar was sponsored by Northwoods Nijji and NEWCAP.
- Worked with MISD Schools to implement the Junior Achievement Program during the Spring of 2003. Forty nine (49) 2<sup>nd</sup> grade students at KPS participated in the Our Community program over a 5 week period. Seventeen (17) 8<sup>th</sup> grade pre-algebra students at the MIMS took part in an eight week program on Personal Economics. Twelve (12) students at the Alternative High School participated in a 10 session program entitled Success Skills. The five JA Programs were a great success and was made possible by the generosity of the business volunteers from the community.
- With the assistance of Catholic Charities of Superior, coordinated a “Train the Trainer” Program at the CMN Culture Center on the Building Native Communities: Financial Skills for Families Curriculum developed by First Nations Development Institute and the Fannie Mae Foundation. 22 people from various organizations and surrounding communities attended. From the Menominee community, 13 staff from various entities/departments took part in the training.
- Worked with the Training Team to begin offering the Financial Skills training in the community. Trained 31 Housing staff and offered the curriculum for credit at NAES College during the summer. 5 students successfully completed the program. Included in the NAES course, was an expanded discussion on Predatory Lending presented by Michael Lawton from the Wisconsin Department of Financial Institutions. At the end of August presented the training to approximately 50 of the Headstart staff.
- With the assistance of the Fannie Mae Partners, worked on securing another lending partner to assist us in providing home mortgage financing to tribal members. The tri-party agreement, which allows us to work under the Native American Conventional Lending Initiative, was approved and signed in September of 2003. Plan to begin working with the new lender by year end.

#### **Comments from Housing and Headstart Staff and Students at NAES on the Building Native Communities Training:**

Training was beneficial and useful – but I still need help in repairing my credit. It is difficult to change old habits. It helped me to understand credit. The tools for spending and tracking money were useful. Relating this to traditional resource management practices was good. The younger generation (high school age students) would benefit from this type of training.

Keep up the good work

**Comments from Attendees of Home Buying Seminar:**

I enjoyed the seminar it was very helpful and everyone was friendly.

I plan to work on my credit.

I plan to set up a budget to save money for a down payment on a house.

**RESIDENT SERVICE DIVISION.** The Services consists of 7 knowledgeable and professional staff members. We have one Occupancy Clerk, one Security Officer, four Housing Specialists and one Resident Services Manager. The Resident Services Division is responsible for the following programs: 202 Elderly, Low Rent Elderly, Low Income Rentals, Mutual Help, Tax Credit, Rental Assistance the 515 Program and now the Tax Credit Rehab program. A brief outline of each program is provided below.

202 Elderly. This program was built under the 1937 Housing Act and consists of three buildings located on the reservation. There are a total of twenty apartments between these three buildings. The 202 program is funded with HUD sources and is available to the Tribe's qualified elderly population on a month-to-month lease. Part of the qualifications for this program is that the applicant be of 62 years of age or older. Rents for these units are based on a formula which is at 30% of adjusted income. There is no set minimum rent but the units do have a set ceiling rent for each unit which is established by HUD. All utilities are paid by the Housing Department.

Low Rent Elderly. This program is operated under NAHASDA and consists of five buildings located on the reservation. There are a total of twenty-two apartments between these five buildings. This program is available to the Tribe's qualified elderly population on a month-to-month lease. Part of this program's qualifications is that the applicant be of 62 years of age or older, or between the ages of 55 to 62 and handicapped. Rents for these units are based on a formula which is at 20% of adjusted income. There is no set minimum rent but the units do have a set ceiling rent of \$250.00. All utilities are paid by the Housing Department.

Low Income Rentals. This program provides low income families affordable housing units located on the Menominee Reservation. Under this program we have 220 units. Rents are based on a formula which is at 20% of adjusted income and a utility allowance is given. There is no set minimum rent but each unit has a ceiling rent of \$350.00.

Mutual Help. The Mutual Help Program is a homeownership program for low income families with units that are located on the Menominee Reservation. At one time there were a total of 193 units, over the years a total of 139 units have been conveyed over to the homebuyer's. Of these 139 conveyed units, 9 have been conveyed this fiscal year alone. Currently we have a total of 54 remaining Mutual Help Units.

Tax Credit. This program is through the Federal Tax Credit Program and is a homeownership program. Currently we have a total of 19 units in this program all of which are located in Middle Village on the Reservation. Rents are based on a flat fair market rent established through WHEDA. To be considered for this program your income must meet the 30%, 40% or 50% total median area family income criteria.

Rental Assistance. The Rental Assistance program is funded by NAHASDA and can provide up to 46 qualified families with low incomes the opportunity to locate housing in the private sector within a 50 mile radius of the Housing Department. This program pays for a portion of the tenants rent according to their income and the tenant is responsible to pay the difference.

Section 515. The Section 515 program consists of three buildings. Each building has four apartments within it, with one apartment in each being a handicap accessible unit. Rents are established by WHEDA and are set at \$530.00 maximum and \$390.00 Minimum with a utility allowance of \$106.00. The Section 515 program is set up similar to the rental assistance program, WHEDA will pay for a portion of the tenants rent based on the tenants income and the tenant will be responsible for the remaining balance to be paid to the Menominee Tribal Housing Department.

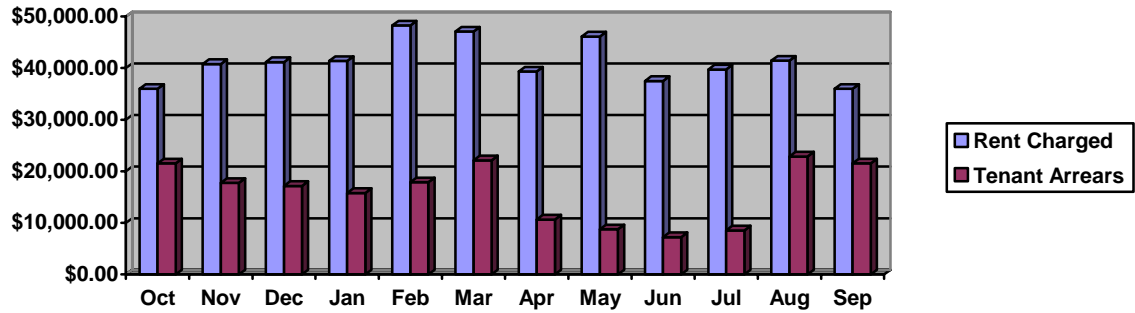
Tax Credit Rehabilitation. This will be our newest program. This project is through the Federal Tax Credit Program and will be a homeownership program. We are scheduled to have 24 current Low Rent Units rehabilitated and turned over to the Tax Credit Rehab program. The units were picked according to the age of the unit, the current tenant's income and the history of the tenant residing in the unit. Rents will be charged the same way as our Low Rent program. To be considered for this program your income must meet the 30%, 40% or 50% total median area family income criteria.

## RESIDENT SERVICES DIVISION ACTIVITY GRAPHS

Rent Charged: The amount charged for each tenant

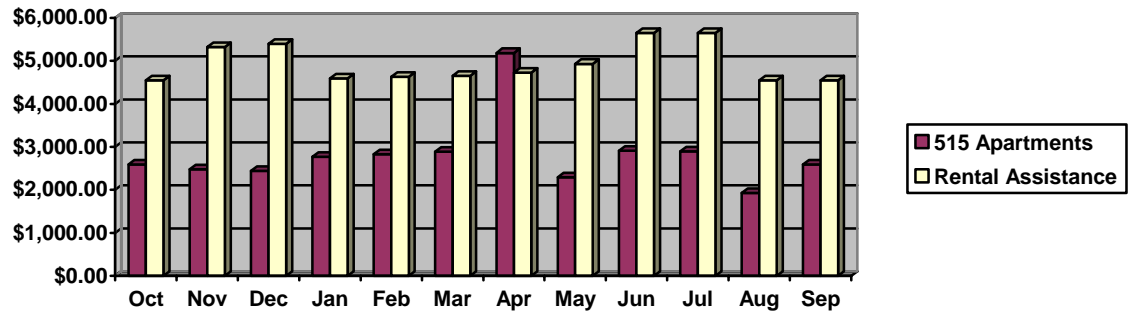
Arrears: The balance remaining at the end of each month.

This includes; Low Rent, Elderly, 202 Elderly, Mutual Help, Tax Credit and the 515 Apartments



515 Apartments: The amount received from WHEDA for rent supplement for the 515 tenants.

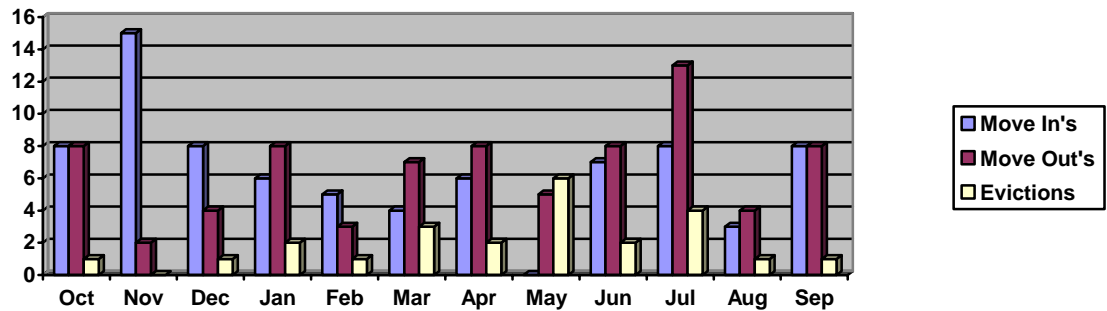
Rental Assistance: The amount paid out from NAHASDA to Landlords on the behalf of Rental Assistance Tenants.



Move In's: The number of tenants that moved into a Housing unit

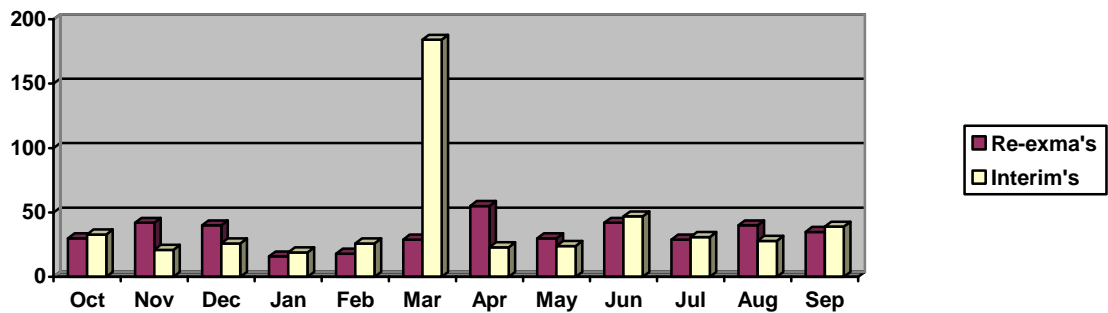
Move Out's: The number of tenants that moved out of a Housing Unit

Eviction's: The number of Move Out's that were actual evictions from Housing.

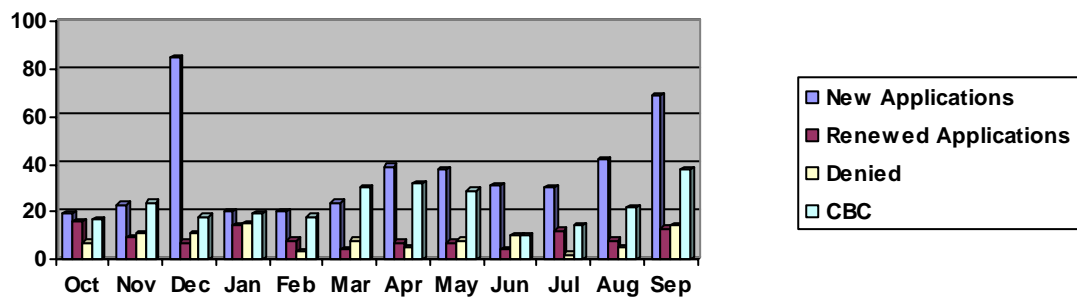


Re-exams: The amount of Annual re-exams that were completed on tenants.  
(Done each year on the move in date for each tenant. Changes in income can change the tenants monthly rent)

Interim's: The amount of rent adjustments that were completed on tenants.  
(Done each time a tenant reports a change in household or income or done each time a Housing established a change in a tenants household or income)



New Applications: The number of new applications received  
 Renewed Applications: The number of applications that were renewed by applicants  
 Denied: The number of applicants that were originally denied Housing Assistance  
 CBC: The number of Criminal Back Ground Checks that were done



SIPP - The Drug Elimination Program has gone through critical changes within the past year. President Bush totally cut Drug Elimination funding for all Tribes across the country. With the demise of IHDEP funding; one of our major sources of income, our program has evolved into the Security, Intervention & Peacekeeper Program. The SIP Program maintained key goals of IHDEP and incorporates homelessness prevention for tenants of the Menominee Tribal Housing Department.

The Security, Intervention & Peacekeeper Program continues to coordinate a Memorandum of Agreement between the Housing and Police Department. We also have an agreement with the Prosecutor's Office in order to access field test results for controlled substances, thus facilitating an adherence to the One Strike Policy. Key components of our partnership with the Menominee Tribal Police Department are as follows:

- Deputized Tribal Police Officers are assigned to Housing in order to increase the baseline of services to the development areas.
- Consistent communication and data sharing between the respective departments.
- The ability to process criminal background checks are also identified within the agreement.

We have had staffing shortages within the context of this reporting period. This has impacted our ability to increase the baseline of services to MTHD development areas, but we have maintained our ability to communicate and share data. The data is very important for the Housing Department in a variety of ways:

- It can show if we've been making progress and in what areas:
  - In 1998 46.7% of assaults took place in housing, since then simple assaults have decreased by 19.8%.
  - In 1998 housing accounted for 48% of the weapons offences on the Menominee Indian Reservation, within this reporting period this category does not equal a percentage; therefore we have shown a dramatic decrease in weapons offenses.
- We identify per month the amount of activities generated within our housing development areas, where they are occurring (specific areas) and what time they take place. This in turn assists with our scheduling of available Housing Officers
- We take that information and break it down categorically, which assists our ability to provide for agency needs as well as programming for our tenants. Examples of addressing agency needs through the utilization of data resources are related to paper service delivery and dog nuisances. There is now an

addendum on the dwelling lease regarding dogs, which relates to our commitment to address safety issues within MTHD development areas.

The following illustrates a six month breakdown of issues within our development areas.

CATEGORY	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL	%
PROPERTY CRIME	15	9	10	20	12	11	77	8%
ANIMAL RELATED	10	25	16	20	13	15	99	10%
INTERPERSONAL VIOLENCE	15	6	14	22	18	20	95	10%
AODA RELATED	20	10	23	15	23	28	119	12%
CALLS FOR ASSISTANCE	34	25	58	48	31	58	254	26%
REFERRALS FOR SIPP TRACKING	45	23	53	54	61	58	294	31%
OTHER	25	44	26	47	30	21	193	20%

Within the context of this reporting period 56% of the interpersonal violence category is simple assault. This continues to be targeted through our intervention and peacekeeper programming. Additionally, 31% of incidents generated are referred for SIP Program Tracking. Our tracking combines interpersonal violence issues, AODA related issues with other community policing types of ordinance violations. The goal of this programming is to provide services and assist the tenant thus preventing homelessness through evictions. We want to address it way before it gets to the point of messing up their dwelling lease!

If the issues pertain specifically to the family and/or youth within the home we provide intervention. If issues exist between tenants, as in community dispute situations, those tenants are offered a component of our program, the Peacekeeper Program. Mediation services are an integral component of this programming.

Referrals for our program's Intervention & Peacekeeper components can be made the following ways:

- Self referrals. As an example if a parent is having difficulties with their child fighting around the neighborhood and don't want this to impact their dwelling lease.
- Directly from the Menominee Tribal Police Department or
- Through our SIP Program Tracking System

**MAINTENANCE:** The primary objective of the Maintenance Department is to maintain decent, safe, and sanitary housing conditions for all homes currently under management by the Menominee Tribal Housing Department. Maintenance damages and or needs are taken care of through a work order request system. Work orders are completed according to priority. This year the Maintenance staff processed 4,191. This is down from last year's 4,218 work orders. The following is a break down of the work orders for the past year.

MONTH	YEAR	# WORK ORDERS COMPLETED
OCTOBER	2002	368
NOVEMBER	2002	292
DECEMBER	2002	290
JANUARY	2003	339
FEBRUARY	2003	406
MARCH	2003	390
APRIL	2003	376
MAY	2003	296
JUNE	2003	368
JULY	2003	347
AUGUST	2003	340
SEPTEMBER	2003	316
<b>TOTAL</b>	<b>2002-2003</b>	<b>4128</b>

Preventative maintenance plays a big part in keeping down serious maintenance problems. Preventive maintenance includes cleaning, checking, lubricating and testing all furnaces and water heaters, ranges, refrigerators, boilers, circulating pumps and anything mechanical inside or outside the home. Smoke alarms and fire extinguishers are checked during work order visits. In Nacotee Addition the water filters are changed every month and the water softeners are serviced by Culligan, this serves as preventive maintenance. Nacotee Addition and Zoar have their septic systems pumped out annually this serves as preventive maintenance.



This year we had installed four new drain fields in Zoar at N 4505 (96D), W 8098 (67D), N4482 (65D) and N4478 (64C). Unit W742 (405) Nacotee also was in need of a new drain field, because of the conditions a mound system had to be installed. This system was built above ground. Scott White installed this system.

In addition to the regular maintenance issues, the Maintenance Department also provided pest control services to the low rent program tenants. In FY 2002, maintenance had 496 work order requests for pest control which 227 were not ready for the spray. We also offer pest control for Weso Apartments, which consisted of 144 work order requests, which is now done by the Maintenance Department.

The summer youth program assisted with the cleaning and cutting of lawns ect. which allowed our staff to focus on higher priority issues. The summer youth was a big success.

All Menominee Tribal Housing Department Vehicles have preventive maintenance performed on them according to the Menominee Indian Tribes Vehicle Use Policy. These functions are performed and documented and filed accordingly.

The inspector has completed 430 annual and semi-annual inspections. The inspections were on hold until further notice per the Director. As of January 1<sup>st</sup>, inspections were back on track.

As per the vandalism and forced entry to our units the count is not accurate we went a major part of the year without a Housing Officer therefore we have not received any reports. This is expected to change a fulltime officer has been hired.

Maintenance has put in for a Request for Reserves for the 202 roofs. It was granted and the roofs have been completed as of 11-13-03 by Mike Pocan.

The 202 Elderly units have new washers and dryers installed in all three units. In addition, the five remaining elderly received washers and dryers.

All 202 units received new carpeting in there homes this was installed by Pertaining to Floors.

Maintenance had a contract with Crow's Remodeling to have all 27-1 and 27-2 homes painted. All homes have been painted as of 11-12-03.

Mold has been a big issue this year. We are looking in many directions to see what can do to cure this issue. We have ordered new exhaust fans and humidistats for the venting systems. The Maintenance staff and Rehab staff have been installing exhaust fans as well as humidistats. Four members of the Maintenance staff have gone to mold training in Rhinelander in February.

Unit 71-D the burn out unit has been completed on May 3<sup>rd</sup> and has been turned over to the Eagles Nest.

The Maintenance Department has contracted out 53 new Carrier furnaces to be installed in all of the 27-1 and 27-2 units. This contract went to Menominee Mechanical all furnaces have been installed as of September 13<sup>th</sup> as per the contract the contractor will be responsible for all defects in equipment, material, design or workmanship for the next year which would be September 13<sup>th</sup> 2004.

The 515-apartment project in Middle Village has been a success tenants are currently living in the complex. All of the low rent units have had there chimneys cleaned by Jimmy Vigue. Weso apartment had all new windows installed in their units. Two Maintenance staff attended 2 weeks of boiler training and are now certified in boiler work. All servicing to the 202 boilers have been taken care of Mike Klatt took care of back flow preventers and Mike Dina serviced boilers.

All Maintenance staff attended training for Building Native Communities Financial Skills for Families.

#### **VACANCY PREPARATION DATA**

These are the number of units turned back to us by tenants, and the number of units rehabilitated and turned over to Resident Services for occupancy.

MONTH	UNIT RECEIVED	UNITS RETURNED
OCTOBER 2001	1	8
NOVEMBER 2001	4	12
DECEMBER 2001	3	5
JANUARY 2002	7	6
FEBRUARY 2002	1	6
MARCH 2002	4	4
APRIL 2002	7	4
MAY 2002	6	1
JUNE 2002	8	4
JULY 2002	10	6
AUGUST 2002	6	4
SEPTEMBER 2002	4	7
<b>TOTALS</b>	<b>61</b>	<b>67</b>

We currently have two low rent units awaiting rehabilitation, two Mutual Help units and one Tax Credit home.

## HUMAN RESOURCES

Ben Kaquatosh, Manager

### Mission Statement

It is the mission of the Human Resources Department of the Menominee Indian Tribe of Wisconsin to:

- Partner with all departments and programs to recruit, select, and retain quality employees.
- Provide individual employees access to every resource and opportunity available to help them achieve the highest level of success in their position.
- Work as a team to develop and supply policies, benefits, training and development opportunities and employee recognition strategies that foster a spirit of success, knowledge, cooperation and satisfaction with all departments.

The following will provide you with detailed factual information regarding some important aspects of the Human Resources Department.

Gross Payroll	FY2003	FY2002	FY2001	FY2000
	18,893,705.	19,359,337.	25,188,289.	18,847,452.
	FY1999	FY1998	FY1997	
	17,350,658.	15,636,425.	13,676,895.	
Employees by Gender	FY2003	FY2002	FY2001	FY2000
Male	195	210	233	228
Female	502	484	491	519
Hearings	FY2003	FY2002	FY2001	FY2000
Grievances	60	36	28	22
U.C. Hearings	06	16	07	08
Employees Employed	FY2003	FY2002	FY2001	FY2000
Regular Part Time	10	39	36	46
Temporary Part Time	05	10	09	13
Regular Full Time	366	391	559	688
Temporary Full Time	47	04	12	
Contracted	45	37	42	
On Call	80	66	66	
Salary	144	147		
<b>Total</b>	<b>697</b>	<b>694</b>	<b>724</b>	<b>747</b>
Tribal Affiliation	FY2003	FY2002	FY2001	FY2000
Menominee	454	451	478	537
Descendant	28	23	31	50
Other Tribes	24	24	19	35
Non-Indian	182	196	125	161
Spouse of	09			

<b>Positions Filled</b>	<b>FY2003</b>	<b>FY2002</b>	<b>FY2001</b>	<b>FY2000</b>
Mgrs/Supervisors	15	20	15	17
Tech/Professionals	66	77	64	46
Clerical	32	44	30	27
General	66	80	174	94

<b>Separations</b>	<b>FY2003</b>	<b>FY2002</b>	<b>FY2001</b>	<b>FY2000</b>
Resignations	56	58	74	80
Terms/Layoffs	94	124	122	84

<b>Drug Testing</b>	<b>FY2003</b>	<b>FY2002</b>	<b>FY2001</b>	<b>FY2000</b>
Random	260	196	176	346
EAP Tests	131	157	92	111
Reasonable Suspicion	12	10	12	09
Pre-Employment	42	36	19	258
Marijuana Positives	10	13	11	27
Cocaine Positives	09	08	08	

<b>EAP Referrals</b>	<b>FY2003</b>	<b>FY2002</b>	<b>FY2001</b>	<b>FY2000</b>
Administrative	26	23	18	25
Self Referrals	05	02	07	14

<b>Job Training</b>	<b>FY2003</b>	<b>FY2002</b>	<b>FY2001</b>	<b>FY2000</b>
<b>Supportive Services</b>	25,797.	20,236.	19,525.	30,980.

The primary training that was completed in our Job Training Services Department was:

Certified Nursing Assistant Training—14 graduates and 8 current students.

Food Service Training—14 graduates

Pre-Apprentice Carpentry—8 graduates

Computer Training—10 graduates

Interviewing Techniques for Youth—118 attendees

Ropes Training—60 attendees

Educational Field Trips---to UW-Oshkosh, FVTI, and CMN

#### **Other Events Sponsored—JTP**

Summer Youth Olympics—70 youth attended and 26 summer youth workers assisted.

Incentive Trip to Great America—37 youth workers.

After School Program—41 applicants and 25 hired.

Summer Youth Program—128 applicants and 60 hired.

#### **Human Resources Training**

This past year, we concentrated on short developmental workshops that were instrumental in helping or assisting the new and the experienced supervisor in performing their job. Mandatory training was provided for the supervisors and managers in the area of sexual harassment. Other workshops that were developed and introduced were:

Morale in the Workplace

Ethics in the Workplace

Resolving Conflicts in the Workplace

Federal Labor Standards Act

Understanding the Grievance Process

## **INDIAN HEADSTART**

Amy Waukau, Director

#### **HEAD START/EARLY HEAD START FEDERAL PROGRAM REVIEW**

In March of 2003, the Menominee Indian Head Start and Early Head Start had an annual three year program review. The program was found to have findings of non-compliance constituting deficiencies in the areas of Prevention and Early Intervention; Curriculum and Assessment; Self Assessment; and Human Resources. The areas in which needed to be addressed and corrected will be summarized throughout the next few paragraphs.

The Head Start program needed a curriculum which fully implemented goals, objectives and individualization for the children. Child initiated and teacher directed activities needed to be further balanced throughout all the classrooms and the lesson plans need to reflect this requirement. There was a lack of implementation of the Policy Council parent subcommittees. The committees are built into the component plans, however, there was no evidence of active consistent parent committees. The annual self assessment of the Head Start/Early Head Start from the Head Start Policy Council was not completed within the time frame. Other areas that were fully reviewed but found

no deficiencies was the health and nutrition component, disabilities, Family and Community Partnerships, Planning, Communication, Ongoing Monitoring, and Eligibility, Recruitment, Selection, Enrollment and Attendance.

The Early Head Start program which was located at the Department of Child Care Services, was found with deficiencies in the following areas; Prevention and Early Intervention, which includes the preliminary health screenings, tracking and follow up of all health and dental treatments, parent committees not in place, and no collaboration between the Early Head Start and Head Start program.

A federal review team will be returning in April 2004 to review the plan and verify if the corrective action steps are in place. Both the Head Start and Early Head Start will be reviewed.

#### **MENOMINEE NATION EARLY CHILDHOOD APRIL 2003**

As a result of the findings, the Head Start and Early Head Start program was required to implement a Quality Improvement Plan to correct the deficiencies. An extensive plan of action was developed and approved by the Policy Council and the Menominee Tribal Legislature. The plan includes procedures for both the Head Start and Early Head Start program to begin to work together collaboratively. The parent training and committees will be fully shared by both programs. The policies and procedures, parent handbooks, parent newsletters, transitioning of children and families, screenings and follow up of all children, program events and staff training will all be shared and implemented amongst the two programs. The financial component of the program was placed under one director. In addition to the steps to correct area findings, the overall structure of the child care programs on the Reservation changed. The Menominee Nation Early Childhood program was developed and also added into the corrective action plan.

The Menominee Nation Early Childhood program includes the Menominee Indian Head Start, which has three centers for children ages 3 to 5 and the Department of Child Care Services which is formally known as the Menominee Tribal Daycare. The Head Start program houses preschool age children at both the Middle Village Child Care Center and at the Dolores K. Boyd Center in Keshena. A total of 242 children enrollment spaces are now available. The third center, the South Branch Classroom, is licensed to serve 22 preschool age children, however, due to the lack of funding, we are not able to open the center. The two centers are now open from 7:00 am to 5:00 p.m. This is to provide children and parents wrap around child care services who may need all day child care for their children. We have implemented child care fees for the child care services provided. The Early Head Start and Head Start hours are from 8:30 am to 2:30 pm.

Another change that was implemented is the calendar for the Head Start program. The calendar is now consistent with the days of operation as the Department of Child Care Services. The only days the Head Start will be closed will be on Tribal Holidays. The opening day for children to begin classes will be the day after labor day and the children will be finished for the summer months in mid May. Other procedures that The Menominee Nation Early Childhood program will have is one parent handbook for children birth to age five, similar staff and center policies and procedures, share a parent newsletter and parent training, fully implement the parent committees at all the child care sites and implement transition of children procedures.

The Head Start has fully implemented a new preschool curriculum, *The Creative Curriculum for Preschool*, to fully meet the Head Start/Early Head Start curriculum requirements. The curriculum outlines specific goals and objectives and individualization for the children. Everything from the classroom environment, materials, classroom centers, child and teacher initiated activities, and child assessment have all been improved. More concrete expectations of the teachers and children, plus specific goals and objectives are all clearly understood. In addition to this the Early Head Start will fully implement *The Creative Curriculum for Infants and Toddlers*. The Infant and Toddler curriculum also meets the same requirements and needs for the program. Both curriculums are consistent with each other and are fully in compliance with the federal Head Start/Early Head Start performance Standard regulations and requirements. All Head Start/Early Head Start teachers will be fully trained in the implementation of the curriculum.

The Head Start and Early Head Start have also implemented a new developmental screening tool for children birth to age five. The developmental screenings, *Brigance Screens & Inventories*, provide an Infant/Toddler Screen for children birth to 23 months, Early Preschool Screen for ages 2 to 2 ½, Preschool Screen for ages 3 to 4, and a Kindergarten & 1<sup>st</sup> Grade Screen. Additional screens go through to adult levels. All screens are both criterion and normed depending on the information being sought. No specialized training is required because all screens are to be given by directions with script. The screens can also be completed on an individual or group basis. The screens are to be used to assist in early identification of children with disabilities and individual education plans. Again this is to provide information on the child's individual developmental progress and will provide information on how the Head Start and Early Head Start can meet their educational needs.

Other goals for the Menominee Nation Early Childhood program include to develop a common logo for the program to place on brochures, stationary, newsletter, application forms, etc. We feel the dedicated staff that work with the children also should have clothing that represent their professions. A logo contest will be completed by March 2004.

### **NEOPIT HEAD START CENTER**

Throughout the 2002/03 program the Neopit Head Start Center was found to have levels of Radon throughout the center. At the federal review the records were reviewed and it was found that the levels were too high and it was unsafe for the children and staff at the center. After reviewing the total cost for the repair the building and the installation of a ventilation system, the Head Start would not have been able to cover the expenses to do the required repairs.

After much discussion with the Tribal Legislature and the Head Start Policy Council it was proposed and approved to close the Neopit Head Start center. The other option that the program had was to move the preschool Head Start program to the Middle Village site. The child care center had been closed for over a year and was not in use. The Center has seven classrooms, a manager's office, laundry facilities, adult and children restrooms and its own fenced in playground. The Head Start rented to Child Care center from Maehnowesekiyah and also purchased food service for the children and staff.

### **TRANSPORTATION**

The Head Start transportation has been removed from the Public Transit Department and placed back under the Head Start administration. Although there have been some difficulty recruiting bus drivers, overall transportation of the children less complicated and the child's confidentiality and safety is more closely monitored. We have seven buses to transport the children and six routes that are in operation to successfully and safely transport the children who need busing to and from the centers.

The buses will be having some major work done on them. One is getting a new engine, one has had extensive work done on the brake system and all the buses are required to have new seat belt harnesses installed by January 2004.

### **DISABILITIES SERVICES**

In June of 2003, the Head Start program received a pilot model review for "Continuous Improvement Process" for the early intervention and toddler programs that are provided with BIA funds. These funds are to be used for direct delivery of services for children with disabilities, assistance in child find, screening, and parent training and other procedures for early identification of children with disabilities. The total amount of funding provided for Infants/Toddlers Part B ages 3-5 was \$202,800.00 and the amount for Part C ages 0-2 was \$31,000.00.

The pilot review was a positive experience and recommendations for improvements for disabilities services included: a) add additional parent training activities, to include additional resource materials, brochures, video, books, etc, b) hire a full time disabilities manager for birth to age five, c) collaborate more with the Department of Child Care Services to fully implement additional child find and transitioning of children and families.

The Heads Start has renewed a memorandum of understanding and agreement with the Menominee Indian School District. The MOU includes that the MISD will provide the Early Exceptional Needs personnel to assist in the direct delivery of services for children with disabilities. The Head Start is to provide two locations for the EEN staff and the identified children. The children are fully inclusive with the non-disabled age mates. This has proven to be most successful for the children with disabilities to be included with their age mates. The children make huge gains from the Head Start teachers, other children and the EEN staff.

### **2002/03 COMMUNITY ASSESSMENT**

The Head Start/Early Head Start completed a full community assessment for the 2002/03 program year. From this assessment, specific information on how the program can improve in assistance with the families and community agencies where given. Goals include to incorporate all day long child care services and parent education programs for disabilities services, which is being addressed. Other areas that need to be researched and reviewed is year round services for child care and the Head Start program. Although the community and families showed a need for these types of services, it is the lack of funding that prohibits the implementation of year round services.

## **INSURANCE**

Dan Maine, Director

The Insurance Department administers and manages the employee benefits, and the property and casualty insurance programs for the various Tribal operations: Tribal Government, Clinic, College, Gaming/Hotel, Tribal

School, Maehnowesekiyah, and Menominee Supermarket. Employee benefits includes: medical including prescription drug plan, dental insurance, workers compensation, life insurance, 401K retirement plan. The Insurance Department also handles the Medical Relief Block Grant (G.A.P.) for indigent people and the burial benefits for all enrolled Menominee.

## Health Plan



The Tribe's Health plan is a self-funded plan subject to the ERISA act. A self funded benefit program is one in which we fund for the benefits and administration. If rates are adequately set, and we do not incur adverse experience, we retain any surpluses. Unfortunately, we had an adverse year in terms of claims. Our self-funded plan is one, which the employer takes responsibility for managing the plan. In addition the employer has the flexibility to modify the plan design. The advantage of a self-funded plan is that any benefit dollars not spent remain in an interest bearing account earning dollars to offset the cost of the benefit plan. Tribe paid \$7,016,251 and the employees contributed \$1,240,287 into the health fund which is approximately 15% of the overall cost. The plan had an inordinate amount of Large Claims (Claims in excess of \$25,000) during FY 03. During the year we had 56 large claims, totaling \$3,983,738, last year we had 15 Large Claims totaling \$1,584,092.

The expense associated with the Tribe's health plan includes administrative and claims expense. It is important to insure that the benefit plan is being administered according to its plan document. The administrative expense was \$523,412 paid to the third party administrator, currently Claim Management Services (CMS) located in Green Bay, Wisconsin. The claims are paid out of the Tribe's funds.

During the period covering 10/01/02 – 09/30/03 the Menominee Indian Tribe had an average total of 853 employees covered under the health plan. The total paid for claims from the Tribe's fund for this period was \$8,982,094. The average paid claims for each employee and/or including family members per month was \$877.50. This compares with the prior year in which total employees averaged 838, total paid claims were \$7,415,483, and the average paid claims per member per month were \$737.41.

Merck-Medco was our prescription drug vendor for the year. During the period of 10/01/02 – 09/30/03 the total paid for prescription was \$866,255. The total for administration fees was \$15,152.

The Tribe changed its preferred provider organization to WPPN for the FY 03 plan year. The Tribe pays an access fee to AHC each year this year the cost paid to WPPN was \$37,960 for the plan period 10/01/02 - 9/30/03. This provided the Tribe with a managed care savings of \$639,873.

## Life Insurance

Life Insurance is provided to all full-time employees at one times their salaries. Accidental Death and Dismemberment coverage is also provided at one times the salary. An employees spouse is covered at \$2000 and dependent children are covered at \$1000. The life insurance is a very good benefit at no cost to the employees and the dependent coverage is self-funded through the Tribe. As of 6/1/02 our group insurance carrier has been **AIG/American General Assurance Company**, previous to AIG we had Fort Dearborn Life Insurance Company. Our rates went up on 6/1/02 to .22 per \$1000. From the period of 10/1/01 - 9/30/02 the total cost for life insurance coverage for all Tribal and Casino employees was \$57,010.06.

## MRBG/GAP Medical Plan

The Tribe receives money from the State of Wisconsin for a Medical Relief Block Grant. This money is used to fund a health plan for those participating in the General Assistance Program. For 10/01/02 – 09/30/03 the plan covered 606 participants throughout the year an average of 50 per month. The amount paid in claims was \$223,296.67. There is a reinsurance recoverable of \$23,457.76 that we will be receiving shortly. Administration cost

of \$10,656 was paid to C.M.S. \$50,190 was paid for Reinsurance to protect the Medical relief Block Grant monies from a large single claim. The stop-loss level was \$50,000.

#### 401K Retirement Plan

The asset manager of the Menominee Indian Tribe's retirement plan is Provident Mutual. Provident Mutual has the help of Selector K to manage the day to day operations. Pension Consultants Co., Inc. (PCC) acts as a Third Party Administrator for Provident Mutual. PCC writes our plan document and handle all amendments for our plan to make sure we stay in compliance with ERISA laws. They also make sure that all the monies match the amount we take out for employee and employer contributions and send to Selector K; as well as year end tax information. Shenk & Associates are an outside audit company that does our annual audit, to insure compliance with ERISA.

The entities in the Tribes 401k retirement fund include all Tribal employees and Casino employees. The College has a separate account. There are currently 721 participants in the 401k plan, compared to 606 last year. The Tribe's contributions total \$617,529. As of 9/30/02 our plan assets total \$10,023,745.76.

The plan's loan provision changed drastically during this past year. We started out with two loans per person, to two loans per plan year, to three loans per plan year. This brought us back to one loan per person to end the fiscal year.

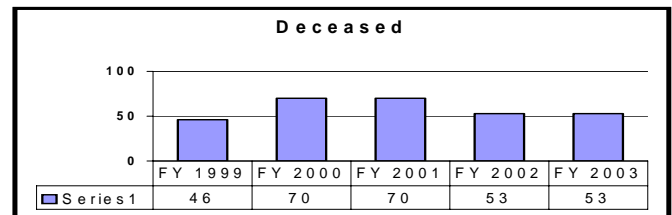
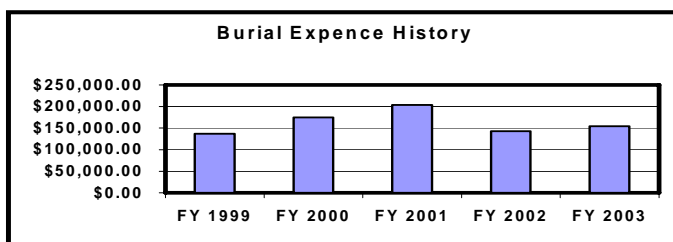
Selector K mails the quarterly statements directly to the employees. The participants continue to have twenty-four hour access to accounts through the Internet at [www.selectork.com](http://www.selectork.com) or through the Voice Response System at 1-800-753-3185 on the phone lines. Distributions still require filling out the forms through the Insurance Department.

#### Worker's Compensation Plan

The tribe continued the self-funded worker's compensation plan this fiscal year and Berkley Risk Management, Minneapolis, MN remained our third party administrator for the plan year. Medical claims were \$107,930, indemnity paid \$33,032 and expenses paid \$939. Reserve account (what we expect to pay) was \$94,750. Total cost was \$236,650.

#### Burial Benefit

The burial insurance benefit is a self funded benefit, managed and administered completely by the Insurance staff. Under this benefit, a \$3,000 burial assistance and a \$125 wake assistance benefit are provided to families of deceased tribal members. This year the benefit assisted 53 families providing \$154,627 of burial assistance. This was \$15,160 below budget. Wake assistance this year was \$4,870.



#### Property Insurance Coverage

Willis of Wisconsin was the insurance broker/agent for all Tribal property and casualty insurance including the Tribal government, Casino, and College. For the period 10-1-02 to 9-30-03 all coverage's were place with St. Paul Fire and Marine.

#### Tribe:

For the period 10/01/02 to 9/30/02 the annual premium was \$305,694.00 Coverage included property, general liability, automobile, inland marine, law enforcement liability, employee benefits liability, public official's liability and commercial crime. During this period there are \$14,870 in reported losses, \$12,500 in General Liability loses, and 2 auto losses for \$2,370. We also had one auto liability claim from 2001 settled for \$100,000.

#### Casino:

For the period 10/01/02 to 09/30/03 for the Menominee Casino is also insured with St. Paul Fire and Marine. Coverage includes property, general liability, inland marine, automobile, umbrella, boiler & machinery and commercial crime. The annual premium for the policy term was \$305,460. Recorded losses for this period of time are a total of \$71,500. The \$71,500 paid out is entirely for General Liability claims involving slips and falls at the Casino. There were no losses on other lines of insurance.

### **Housing:**

For the period 10-1-01 to 9-30-02 the Housing Authority's premium for the fiscal year was \$71,376. The Tribal Housing Insurance Program for tribal housing is through the **Amerind Tribal Housing Program**. This is a pooled program for property and liability coverage for tribal housing programs throughout Indian Country. Because it is a pooled program all the policies are issued on a calendar year basis for all participants. As a result the premiums shown are for the calendar year effective 1-1-03.

### **SUMMARY AND GOALS**

The Insurance department has gone through numerous changes in this past fiscal year. The Insurance Department consists of Dan Maine, Insurance Director who reports to the Tribal Chairperson. The staff consists of three individuals: Sue Blaha, Deb Reiter, Edey Escalante. Sue and Debbie work primarily with the Casino, however all of the staff works with all employees concerning employee benefits, and property and casualty insurance issues. We plan to hire an Insurance Clerk during FY 04.

Effective **October 1, 2003**, the health plan changes are: We moved to a Point of Service Plan. This program allows the participants a choice of providers, but with higher deductibles depending on the provider chosen. If the participants utilize the MITW Clinic the deductible remain the same as last year... The employee contribution was raised to **\$71** per pay period for Family coverage, and **\$35** per pay period for Single. The Dental plan remained 100% employer paid.

Other changes that took place prior to the end of the fiscal year, that will impact benefits on a go forward basis were as follows: the Health and Dental plans were separated, so that each benefit stands on its own from a cost basis, the Insurance Department established rates on renewal to hopefully get both programs back to a surplus position, received information on regulations from the Office of Management and Budget that will allow us to carry forward benefit plan surpluses to account for Incurred but not reported Claims.

Another issue that requires clarification is the misconception that the Health Insurance Fund owes \$1.9m. All claims for health care have been paid. The Tribes General Checking account sits on top of 386 ledger/funds of the health plan is one of the 386 ledgers. What happens in reality is the General Checking provides monies (loans) to the Tribal sponsored ledgers throughout the year. These IOU's loans are only recorded once a year on 9/30. Bills are paid throughout the year, but not registered until year end. Based on the books at the end of 9/30 the insurance owes \$1.9 to the reserve fund. **Note this is an internal documentation. The Tribe does not owe \$1.9 million in claims to an outside entity.** Likewise if the health plan had a surplus it would show up on the ledger as a surplus. But in reality the money would be in the General Checking account.

As referenced above the Health Plan changes were made on 10/01/03 in an effort to reduce the cost of the medical plan and to encourage use of the MITW Tribal Clinic. Rates were increased effective 10/1/03. In 2002 the Health Plan had 16 claims in excess of \$25,000. In 2003 there were 56 claims in excess of \$25,000. The financial impact of just these high cost claims was an increase of \$2.4m from 2002 to 2003.

During 2003 the Insurance department accomplished a number of its goals. We established an on-line link with CMS, so we could electronically enroll employees and make changes to their coverage. We took the necessary steps to get us in compliance with the HIPPA regulations. We improved the 401K plan by adding some new funds, and worked at reducing the number of loans while making sure terminated employees with balances under \$5,000 received there money. On a go forward basis our goals will be to improve on-line capabilities to better serve the needs of the employees, get the health plan into a surplus position, and review the Workers Compensation program to make sure it is funded adequately as well. It is currently in good shape, but we want to make sure it remains sound financially.

## **INTERNAL AUDIT DEPARTMENT**

Linda Zablocki, Director

The Internal Audit Department was created back in 1996 as a response to the needs resulting from the increasing size and complexity of the Tribal organization.

### *Mission Statement*

*Our mission is to ensure that departments are effectively performing their obligations in helping the Menominee people which they serve.*

### *We will:*

- ⊕ *Focus on reviewing contracts and grants for compliance, financial review of Tribal activities and the review of program performance to assist management in the effective discharge of its responsibilities.*
- ⊕ *Treat all department personnel and public with respect.*



- ⊕ *Perform our audits in a supportive, honest, and trustworthy fashion.*
- ⊕ *Conduct investigations with the intent of protecting Tribal resources.*

The maintenance of internal and operating controls is the primary responsibility of the operating management of the Tribe. Internal Audit functions in a review capacity only and has no authority to enforce compliance with recommendations made. The review/audits made by Internal Audit do not relieve others in the organization of their responsibility to develop, establish, and maintain adequate internal controls through development and maintenance of policies and procedures.

From evaluating risks to analyzing operations, Internal Audit's job is to supply objective analyses, suggestions, and recommendations based on the results of their audits.

This past year Internal Audit has done a lot of work with the Reporting Improper Activities policy, investigating complaints, and developing a complaint policy separate from improper activities.

## JOHNSON O'MALLEY

Pat Tourtillott, Director

### CONTRACT #CTF68T440C3

The Menominee Johnson O'Malley program is operated on three (3) main goals: the Bureau of Indian Affairs as stated in P.L. 93-638, the Tribal goal and the JOM office goal. They are as follows: 1.) The main goal as stated by the Bureau of Indian Affairs is "To meet the specialized and unique educational needs of Indian students attending Public Schools on or near the Menominee Indian Reservation, who are three years of age 3 to grade 12 and have one-quarter (1/4) or more Indian blood". 2.) The main Tribal goal throughout the year is "To improve the median educational level of the Menominee people from 9.2 years to 11.9 years by offering programs that are supplemental to regular public educational programs and by providing financial assistance to those students who are unable to meet the extra incurred costs of obtaining a full educational experience in the system" and 3). The goal of the Menominee JOM office is "To provide the educational services that will have the maximum number of eligible participants". We will continue in F.Y. 04 to find ways of expanding the service output to the Menominee Community, and look into new ideas in dealing with the findings of our Needs Assessment, which was conducted in F.Y. 03.

In F.Y. 2003 the Menominee Johnson O'Malley program provided 8,649 cumulative service units in the supplemental services programs and 183 service units in Parental Costs or Financial Assistance, with total of 8,832 service units provided. A needs assessment was conducted in FY. 03 to see what the top ten conditions affecting our communities and to better plan our JOM programs.

In F.Y. 2003 we spent \$71,638.40 in administration cumulative expenses.

In the **Parental Cost** line item a total of 183 service units were provided in F.Y. 2003. Assistance for students in need of the parental cost program, which allows our students the opportunity to participate in the total school program as other Indian and non-Indian. Services we provided are: musical instrument rentals, supplies, student ACT testing fees, senior cap & gown fees and other extra-curricular activity need. Students were able to attend the various academic/athletic camps such as: UWGB-pre-college, soccer, baseball, and volleyball camps at various university campuses.

In Fiscal Year 2003 a total of \$7,677.68 was spent in cumulative expenses.

In the **Career Exploration** Cost Center, the main objective is to expose Indian High School Students to opportunities and expectations in the world of careers and work program. During the academic school year, in a joint effort with the CMN, Menominee Indian Jr/Sr High School, JTP and JOM we were able to take students to a mini college career day at the CMN campus. JTP, Woodland Boys & Girls Club and JOM programs took students to UW Oshkosh and Fox Valley Technical College for a campus tours. During the summer we provided Interview Technique Training and interviews for all youth who applied for a summer job. Those selected for the jobs were offered in-house orientation followed by a six-week work program. Included in the six week work program all youth participants worked on skits and their own versions of BULLYING and PARENTING. The youth put on the plays for their parents at the Menominee Indian High School. All workshops were mandatory by all youth to attend and were held at the Woodland Boys & Girls Club, snacks were provided. A summer youth summary book on activities and interviews from the summer youth workers was put together by a youth reporter. A trip to Great America was provided to workers that attended all workshops. Through youth fund raisers, they were able to pay for their own charter bus to Great America. All workshops were a community effort with several departments and agencies working together making this years work program very successful.

The JOM Program held the 26th Annual Senior Recognition Banquet for all Menominee Graduates within our area. Donations were accepted to include graduating Menominee Students that are not in our contracting area. Total service units provided in career exploration for FY 03 were 436.

In Fiscal Year 2003 we spent \$17,449.89 in cumulative expenses.

In the **Community Resource Centers** we serve three communities and have access to the following locations: Keshena Public Library, South Branch Community Building and provide Arts & Crafts at Neopit Woodland Boys & Girls Club, Keshena Youth Center and South Branch. Total service units in Resource Centers are 3,521. In the centers students can participate in activities or get homework completed. The Arts & Crafts Program is an afterschool program that offers youth a safe place to go in the evening hours.

In Fiscal Year 2003 we spent \$15,415.09 in cumulative expenses.

In Fiscal Year 2003 the **Positive Youth Development** program provided a total of 4,692 cumulative service units to Indian students. Program service units are provided by various community gatherings, especially during the holiday seasons and the summer months. Worked with the schools and other community programs to help sponsor trips as incentives throughout the year. Provided the Tribal School Soccer Banner, and soccer goals, also helped the MISD Booster Club, WTCH/WOWN Eagles sponsorship, AODA book covers to the MISD high school students, Gresham POPS Chemical Free Graduation Party, Gresham Yearbook. Purchased Little League hats and Tee Ball T-shirts. Community events also include: 3 on 3 Basketball Tournament, Youth Olympics, Family Fun Day, Easter Egg Hunt, Halloween, Valentines and other Dances, Breakfast with Santa. On some projects we combine our dollars with other departments and agencies to better serve our youth.

In Fiscal Year 2003 we spent \$9,113.03 in cumulative expenses.

**Johnson O'Malley Committee:** Regular and special meetings were conducted throughout the year as per the JOM regulations. In Fiscal Year 2003 we spent \$3,163.15 in cumulative expenses.

## **LANGUAGE & CULTURE COMMISSION**

Rose Wayka, Director

It is the mission of the Menominee Language & Culture Commission to reaffirm and fully implement all provisions of Menominee Tribal Ordinance 96-22. This mission will be accomplished by the promotion, protection, preservation and the enhancement of Menominee language, culture and traditions. Furthermore, the Menominee Language & Culture Commission will recognize all applicable federal, tribal and state laws, mandates and orders.

The Menominee Language & Culture Commission was established to provide and promote the revitalization of Menominee language, history, traditions and culture and learning opportunities for Menominee children and families to include the early childhood ages, adolescent, teens and throughout the adult years.

The Menominee Language is a gift from the Creator to the Menominee people and should be treated with respect. Along with language, the Menominee have a distinct culture that identifies the people only as Menominee. There is no other body of people in the world who can be recognized as Menominee. The Menominee today are the descendants of the original people who are the ancestors of those who have existed in their homeland for thousands of years.

Traditional and cultural values should be instilled in tribal members so that each Menominee person, beginning with the youngest and continue throughout the adult years. By doing this, the Menominee Nation will be stronger culturally and spiritually by appreciating and enjoying all that the Creator has provided for us.

With the task of preserving Menominee Language and culture, a nine-member committee was established. By creating the Commission, whose members are appointed by the Tribal Chairperson, the Menominee identity can be kept for our children today and for the generations to come. As a Menominee, you can be proud of your language, history, traditions and culture by knowing these as individuals, families and as a people we can exist as Menominee for years to come.

The Commission Director and/or elder members became involved with many of the community agencies, tribal and education programs to assist with incorporating language and culture components into several respective agencies that involve the youth, teens and adults such as the following to name a few:

### **Menominee Language Learning**

The language learning sessions have been ongoing and usually sessions are held on Monday evenings. These sessions have been faithfully attended by several community individuals and families including children who have a desire for learning language. Pre-selected materials are put together that the group may have an interest in wanting to learn to speak.

### **Menominee Language Certification**

Several Menominee tribal members have come before the Commission to become certified language and culture teachers. With these certifications this allows for these individuals the opportunity to teach in the educational systems within the reservation. Presently language is taught in the day care to college classes.

### **Menominee Commission Elder's Pow-Wow**

The highlight for the commission office is being able to put together the elder's Pow-wow to celebrate the harvest season and coming together to enjoy the company of all those that are involved with this event. The Commission likes to have this event yearly in honor of our elders.

With the financial support from the Menominee Tribal Legislature this will help to ensure that the language and culture will continue to exist for the Menominee people both young and old.

## **LAW ENFORCEMENT**

Judy Duquain, Tribal Police Chief

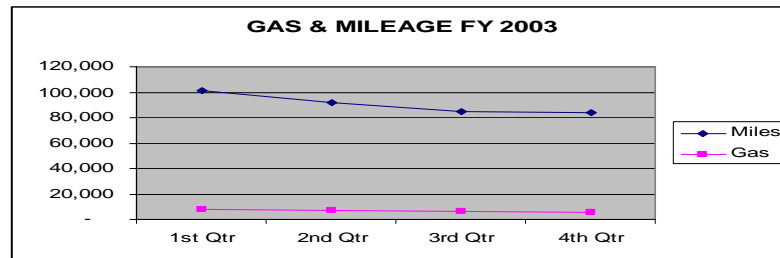
The **Menominee Tribal Police Department** is funded by the BIA and the Tribe, along with additional funding from the following agencies: Department of Justice, Bureau of Justice Assistance, Indian Highway Safety Program, Alcohol, Tobacco & Firearms, States Office of Justice Assistance, GREAT, COPS Universal Hire and Tribal Resources Grant, and 2 LLEBG'S which when all funding sources are combined total \$2,348,197.00. There was one additional source of funding which was a joint grant with the Menominee County Sheriff's Department. For the 2003 fiscal year cycle there was a change in position for Chief of Police. The former Chief Keith Tourtillott was replaced with the current Chief Judith "Judy" Duquain on February 9, 2003. The Tribal election for the Chief of police is done every three years.

The **Menominee Tribal Police** services for law enforcement and incarceration. The Tribal Police enforce the Federal and State laws Tribal ordinances and laws, along with traffic enforcement, prevention services, youth intervention, school liaison officers, animal control, emergency government preparations and planning, as well as community policing efforts. The Department has gone through some gradual changes which has improved some services for the communities and has made officers more accountable for their work time, equipment and job responsibilities. Through the joint funding with the **Menominee County Sheriff's Department** the Tribal Police was able to acquire a second K-9 dog named "NICO" along with the present K-9 dog named "Dan". These K-9 dogs are considered officers and will be used in the coming year for increased drug enforcement on the Reservation. The Department has two K-9 handlers which will benefit the Tribal Police Department and the Communities of the Menominee Reservation. The Tribal Police has been mandated by Tribal ordinance to be responsible for the Sexual Offender Notification. This is a new area for law enforcement and is a process that should be in complete operation to inform communities of sexual offenders who will be residing on the Menominee Reservation.

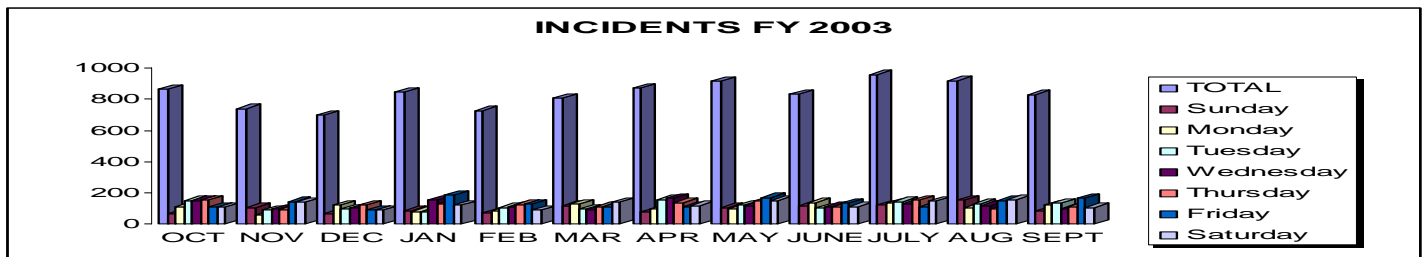
Officers received in-service training from the **Bureau of Indian Affairs** when they were here in May. They also received additional training on domestic violence, the Ropes course, and Firearms qualifications. Several officers attended training for supervisory management, hazardous waste, terrorism, negativity in the workplace, and all officers participated in two mock drills for hazardous waste fire and active shooter in the school and additional drill for dam failure which involved the Legend Lake group. This training was provided by Environmental Services and the trainers were from Fox Valley Technical College. All officers received training for the new software system that was purchase prior to the end of the fiscal year and this system will be the primary program for the Department.

The Tribal Police Officers patrolled the Menominee Reservation with vehicles leased from the GSA, and Tribal squads. The chart below represents the quarterly breakdown of mileage and gas. The Department exchanged five vehicles through the GSA lease program. The total mileage breakdown was

1<sup>st</sup> - Qtr-100,877, 2<sup>nd</sup> - Qtr-91,573, 3<sup>rd</sup> - Qtr-85,083, 4<sup>th</sup> - Qtr - 84,021 for a total of **361,554**.



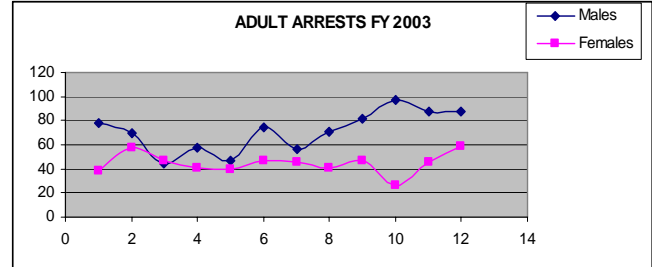
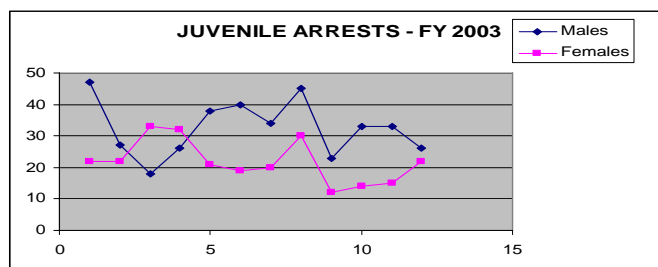
The total **incident reports** generated for the Menominee Tribal Police Department by dispatch was **10,006** reports with 2,477 cases referred to the Tribal Courts with arrests reported as 1,988. During the fall months the Department experienced technical problem where data records was lost, due to MIS overwriting back up tapes. Several records were erased with no recovery made which may affect the total incident number of calls reported. A new software system was purchased through a COPS Tribal Resources grant which was presented as linking the Tribal Police Department, the Prosecutor and the Tribal Courts for processing of cases along with retrieving statistical data. For the chart that follows the totals are on the left of each month and then the days follow with Sunday on left and Saturday on the right.



The **Tribal Jail** housed a total of 2,048 inmates during Fiscal Year 2003. The totals were: Adult Males – 859, Adult Females-537, Juvenile Males-390 and Juvenile Females-262. Total Adult was 1,396 and total Juvenile was 652. Due to the daily population averaging 34 to 40 prisoners per day, an agreement was worked out with the Judges to have individuals sitting on fines to reduce there fine by \$30 a day instead of the \$20 a day.

This helped to reduce some of the jail population toward the end of the fiscal year. The cost to house prisoners in the Shawano Jail cost the Tribal Police \$12,338.00 which was an increase of \$4,300.00 from the previous year. A major concern is the ruling forthcoming that Juveniles will need to housed in a separate building from adults.

Adults	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	Sub Total	Grand Total
Males	78	70	45	58	47	74	57	71	82	97	88	88	859	
Females	39	58	47	41	40	47	46	41	47	26	46	59	537	
Juveniles														
Males	47	27	18	26	38	40	34	45	23	33	33	26	390	652
Females	22	22	33	32	21	19	20	30	12	14	15	22	262	



The **Victims of Crime** and **Victim Assistance in Indian Country** assisted 16 victims for federal cases, 17 for assaults, 5 for child abuse/neglect, 31 for domestic violence, 1 for kidnapping, and 7 for sexual assault/child abuse for a total of 67 victims. These programs provided services for 175 individuals from providing food, clothing, shelter, transportation, cell phones, notification, restraining orders, groceries, hygiene products, and information and referral services.

The **Alcohol and Youth Intervention Program** was awarded in April with two Juvenile officers finally hired in August. The Juvenile Officers were working by August and started attending training, becoming familiar with the

Tribal Ordinances that pertain to the youth. They have met with staff from Maehnowsekiyah to get assistance in regards to the services available to the youth.

The **Highway Safety Program** was funding for the year and was to develop a database for traffic citations and motor vehicle crashes. The Highway Safety officer lost his database last fall and was not able to recover his data. He did not develop any other type of database. This program paid for a highway safety officer and funded performers for making choices for young adults, family fun day activities, and the Save a Life Tour. All of these activities were geared toward educating young adults on the consequences of alcohol. The Highway Safety Office also patrolled the reservation for problem areas.

The Tribal Police Department has working agreements with Menominee Tribal Housing and the Menominee Indian School District for officers working for them. The Department is reimbursed from both agencies for the wages and the Department oversees the supervision of these officers while they are working at their assigned sights. There currently is one Housing Officer and two Police Liaison Officers for the present School Year. There is one officer at the High School and one for the Middle School. A grant was applied for additional officers through the COPS School Liaison to put additional officers in the other schools.

The Menominee Tribal Police Department had a portion of the COPS TRG appropriated for the Neopit Tower to be moved to the Keshena area. A majority of the work has been completed, but there is a need of an additional estimated \$14,000.00 to complete the project so that the Department may go digital. At this time the Department still operates as it has been in analog, and the Tribal Police will wait until all users of the radio and tower systems are all able to be on the same digital frequency. The Department paid an estimated \$50,000 from this year's budget to clear up old bills from prior years for 2002 and 2001. These were funds used were for computer upgrades and supplies, and additional tower expenses. Expenses for the Tribal Police were held at a minimum to by the current Chief to ensure that there were no over expenditures for the Department.

## LIBRARY

Mike Wilber, Director

The Menominee Tribal/County Library was able to maintain library services for the fiscal year 02-03 despite last year's drastic budget cut. The library is a member of the Nicolet Federated Library System/OWLSnet consortium, which has over 50 member libraries throughout Northeast Wisconsin. This means our community residents have easy access to items located in this system through inter-library loan.

The library has a website up and running ([www.nfls.lib.wi.us/kes](http://www.nfls.lib.wi.us/kes)) and this has increased accessibility to library materials and databases. The library is public, but we've also connected with the area colleges – CMN and NAES - to provide our materials (especially archival materials) to their students.

The library director has completed the first of four certification courses (Basic Reference) this year and is planning to become fully certified by taking the last three courses over the next two years. Certification is through the state's Department of Public Instruction. It is required to remain a member of the Nicolet System and, more importantly, ensures the quality of library service to our community.

Our primary goal at the Menominee Tribal/County Library is to provide a place for continual, life-long learning through free access to library materials. Our objectives to help us reach this goal include:

- Provide residents of the Menominee Indian Reservation/County access to library services.  
Objectives: 1. Lend reference/leisurely reading material. 2. Lend multi-media material. 3. Provide free access to computers with internet and Microsoft Office programs. 4. Provide fax, copy service for a fee.
- Serve as the Tribal and County access point for information resources needed by the residents. 1. Provide interlibrary loan for residents. 2. Provide internet assistance for those that are unfamiliar. 3. Provide research and reference assistance.
- Serve as a facility for community educational experience and endeavors. 1. Provide tutoring and homework assistance. 2. Provide reading programs for youth and adults. 3. Provide quiet study area. 4. Provide free meeting room for programs and community groups.

We are the only area agency that provides free computer and high-speed internet access to the public. We currently have eight computers for public use. We also supply two computers with internet access for the South Branch Study Center. These are in constant use. The South Branch Study Center reports between 80 and 100 computer log-ins per month during the school year. The main library in Keshena had 2,557 computer log-ins from Jan. 1, to September 30 of 2003. Computers and internet technology have been a great tool for education and intellectual exploration, and fit in nicely with our public library mission.

As of October 1, 2003, the library owns 9,489 items covering various media (books, audio books, video tapes, etc.). From January 1 to September 30 of this year, 1,899 items were checked out and 224 renewals were made. There were also 72 uses of the library's meeting room during that time. Card holders for the Menominee Tribal/County Library measure at 2,080.

## LICENSING AND PERMIT DEPARTMENT

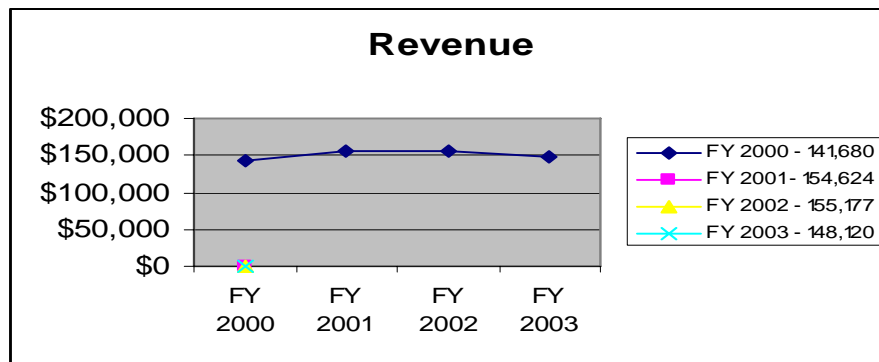
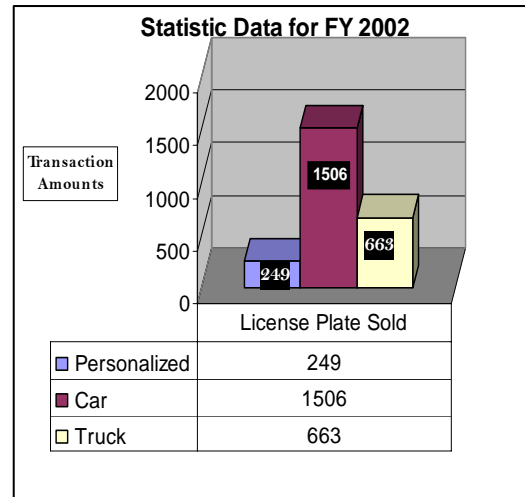
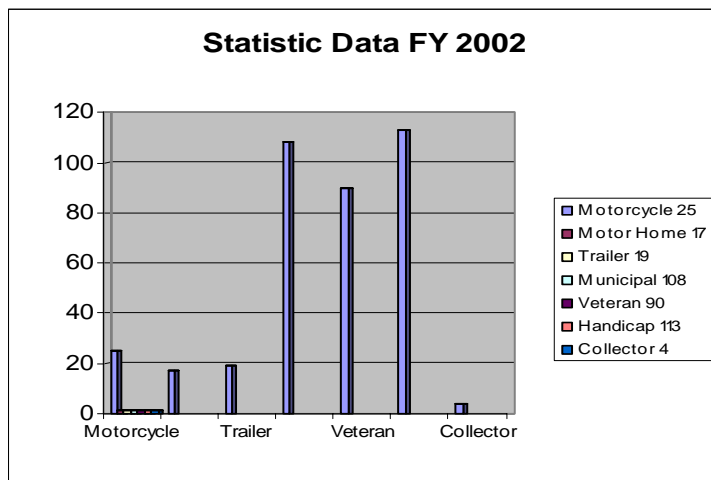
Yvette Snow, Director

The Licensing and Permit Department is primarily responsible for conducting the business created by Tribal Ordinance's that are set forth by the Menominee Tribal Legislature. We provide the public with permit's and licensing to accommodate the needs that are required within each specific ordinance.

Specific goals for the past year have been the move into the basement of the Tribal Office Building. This has created better customer service such as handicap access, better efficiency, collaborate cooperation with the three (3) departments, and reduced cost for space rental.

Purchase of a scanner to upgrade our microfilming to be scanned and burned on CD's. Also, to scan pictures to accommodate customers that send information through E-mail or US mail for purchase of identification cards. There will be additional cost for the scanning, envelope and postage. This is a new generating revenue source. Currently working on final decision of the College of Menominee Nation License Plates, this will be a new generating revenue source.

Special turkey hunting season for descendants is a new generating revenue source.



The information presented on the graph show a large increase from 2000 to 2001, in month of October of 2000 the settlement payments of \$2000 per enrolled member was received, which boosted our revenue.

In 2001 to 2002, a small decline than a much larger decline 2002 to 2003. The revenue for 2003 has dropped considerably, with the economic recession we experienced in 2002 and 2003; it has had a negative impact on growth of business.

The amount budgeted for Licensing and Permit Department \$99,533, total expenditures \$97,225, there was a saving of \$2,308.

## **LOAN FUND**

Tom Litzow, Director

The staff of the Menominee Loan Department manages four lending program; the Menominee Loan Fund, the CDBG/HUD Revolving Loan Fund, the Menominee Revolving Loan Fund, and the Housing Down payment Loan Fund. The department is located in the Tribal Office Building and is open to serve eligible members of the Menominee Indian Tribe of Wisconsin from 8:00 a.m. to 4:30 p.m. Monday through Fridays.

**Menominee Loan Fund-** This program provides a means for eligible members to obtain financing for personal items and purposes. During the 2002 fiscal year ended September 30, 2003 1300 new loans were approved and processed through this fund to eligible members for a total amount of \$1,134,904.09. As of the end of the fiscal year there were 1787 loans outstanding with a total principal balance of \$1,246,537.93.

**CDBG/HUD Revolving Loan Fund-** This program provides a means for eligible members to obtain financing for repairs and renovations to their place of residence. Twenty-one new loans were approved and processed through this fund during the fiscal year 2003 for a total of \$97,957.00. As of the close of the fiscal year there were 102 loans outstanding under this program for a total amount of \$276,945.57.

**Menominee Revolving Loan Fund-** This program provides a means for eligible members to obtain financing for business purposes. Applications for loans from this fund are restricted to businesses located within the boundaries of the Menominee Reservation. During the 2003 fiscal year, there were 13 new loan packages approved and processed through this fund for a total credit of \$215,870.08. As of the close of the fiscal year there were 37 business loans outstanding in the aggregate amount of \$659,072.12.

**Housing Down Payment Loan Program-** This program provides a means for eligible members to obtain financing for the down payment required by a lender for the purpose of purchasing a single family residence. During the fiscal year ended September 30, 2003, there were 3 new loans approved and processed through this fund for a total amount of \$12,500.00. As of the close of the fiscal year there were 19 loans outstanding for a total amount of \$40,478.85.

As of the fiscal year end, assets under management of the Menominee Loan Department total \$2,556,322.20.

## **MAEHNOWESEKIYAH TREATMENT CENTER**

Betty Jo Wozniak, Director

Fiscal year 03 was a year of significant change, turmoil and opportunity for Maehnowesekiyah. The year started without a director before one was hired but worked only for four months before it was necessary to repost the position. For large spans of time in between senior staff were called upon to function as a management team. Faced with the need to understand areas that were previously out of their scope of responsibility, these folks did an excellent job keeping the programs operating, services flowing to clients and managing funding. Each did their part, working with tribal administrative staff, but largely learning as they went along. I want to recognize these efforts and thank them for the work they put forth. Their jobs were made even more difficult due to the fact that other staff positions were vacant and many were doing triple duty as counselors, administrators, and managers.

Taking into consideration the events of this past year, it is not surprising that the numbers of clients served was down somewhat from the previous year. A brief description of each program area describes those services and provides client statistical data.

### **Wellness Court**

After an initial, undistinguished beginning in FY 01, this program has made considerable strides in fulfilling its original mission. This program offers an alternative sentencing option for non-violent, first- or second-time offenders with offenses where drugs or alcohol were a major factor that integrates treatment services into a program of intensive supervision and involvement of the Court and Probation Department. The benefits of successful completion of this program are that the individual gets treatment and assistance in recovery and a clear record. A total of 33 clients were in the program; 13 employed at the time of entry, 4 who got jobs, 4 others who are seriously seeking employment. Two clients graduated from high school. Five clients have been successfully discharged and records have been expunged. Four clients more will be completing their programs early in FY 04. This program is in its last year of funding. A joint project between Maehnowesekiyah and the Tribal Courts, we will be looking at ways to continue to provide this opportunity for changing lifestyles.

### **Youth Wellness Program**

This is a program designed to address burgeoning substance abuse problems among Menominee Youth. With the development of a good working relationship with MISD, Maehnowesekiyah youth counselors have served 75 adolescents; 56 male and 19 female. Fifty of these were assessed and provided with some level of treatment or participated in one of our sponsored activities. New this year is the teaching lodge. Staff holds frequent activities using this as a means of incorporating an element of cultural awareness in services to youth. Staff has begun to work more closely with other tribal youth service providers and the court to promote and strengthen a consistent community approach in abating youth substance abuse problems. One of the most difficult barriers to overcome in providing treatment to these youth is the lack of family involvement to support recovery. Attitudinal roadblocks make it difficult for youth to sustain healthy lifestyles, make good choices and combat peer pressure. Staff will continue community educational efforts to increase awareness about the importance of actively supporting youth choices for sober and safe lifestyles.

### **Outpatient Services**

This segment makes up a majority of the services provided by Maehnowesekiyah. Outpatient services are incorporated into each of the "departments" and are available as needed by the clients per their individual treatment/services plans. All service begins with assessment. This process allows counselors to help clients identify primary issues and a means to address them. As treatment progresses, treatment plans are modified to identify new or revised goals and objectives. Out patient services can include group and individual counseling, living skills training, AODA education, physical health referrals, ongoing support groups, Domestic Violence victims or Batters counseling, referrals for education and employment, or any area that promotes recovery and continuing sobriety. 240 adults received services; 146 males and 94 females. 177 adult assessments were completed. Based upon an active client count of 125, 44% completed their program. The rest left treatment against staff advice, made a personal decision to leave, were terminated due to non-compliance, or were incarcerated. None of the unsuccessful completions are unusual. There is no magic cure for a problem that is generational, life long, and encouraged, however, subtly, by communities that do not understand the severity, depth, and impact of substance abuse upon the community at large. Other outpatient services include providing drug testing for tribal entities, Employee Assistance Programs for local employers, and community education.

### **Residential Services**

For those clients who need more intensive initial support services, Maehnowesekiyah provides a residential program that will allow clients to get the assistance that is sometimes required to begin the road to health and sobriety. 24-hour support is given to these clients. Weekdays are spent in counseling, group and individual. They may see the family therapist and/or the psychiatrist. Clients participate in Center sponsored activities designed to introduce them to recreational alternatives. They are encouraged to learn new skills and their knowledge of the culture. Parenting courses provided by the Family Preservation Program are available. As they progress, clients will leave the residential program, enter outpatient and aftercare programs. In 2003, we had 42 residential clients, 25 of the 36 discharges (70%) were successful, and 6 are currently in residence. While the majority of our clients are Menominee, we have served Oneida, Stockbridge, Potawatomi and Chippewa Tribes.

### **Domestic Abuse**

This is a program that is emerging into a leadership position to offset the problems of domestic violence in the community. In the recent past Menominee County Human services decided to no longer provide this service. Knowing that this is an insidious and somewhat perversely accepted behavior, the Menominee Tribe accepted the responsibility for using the funds available to Menominee County to increase programming and services for victims; the spouses (primarily women) and children. Dona Beauprey, tribal member and nationally recognized expert in the field, manages this program. She is proactive in her efforts to deal with the consequences of domestic violence and has been successful in attracting new funds and beginning new programs. In 2003, 95 women and 25 children were served. And in addressing the largely unrecognized side of domestic violence, 2 men were provided with services. A total of 313 contacts for information and/or referrals were made. Educational information was presented to 234 in a variety of settings including training for professionals to enable them to better deal with victims and perpetrators.

### **Prevention**

This program was designed primarily for the purpose of providing an introduction to healthy alternative recreational activities for youth, educating them on the impact of substance abuse and providing them with the information needed to make good choices. Dedicated staff served a total unduplicated number of 71 youth and over the year had contact with an aggregate number of 425 participants. Prevention staff is responsible for the Maehnowesekiyah newsletter and the very difficult but necessary job of uplifting employee morale. Plans for expanding their department efforts include a more active community education effort, greater collaboration with other community groups, additional and different kinds of newsletter articles, updating the Maehnowesekiyah web page and more intradepartmental activities with other program's clients.



## Facilities

In addition to the usual maintenance activities, several major projects were completed with the efficient use of funding from Indian Health Services. New roofs were put on the treatment center and the former women & children's facility. A water softener was installed to deal with the issue of hard water and ease the wear and tear on plumbing and appliances. New furnaces were installed in the treatment center to improve service and heating efficiency while reducing utility costs. A landscaping project is in the planning stages to improve the appearance of the facility. A project proposal for renovations to the treatment center was submitted and approved that will allow us to install a separate bathroom in which to conduct UA testing for clients, further securing their confidentiality. We will also be installing new security hardware on the exterior doors for safety reasons. Next spring will see a new roof on the coed residence. Other cost cutting measures include no longer renting housekeeping materials and linens but purchasing our own and relocating existing laundry equipment to keep these items clean and useful. Finally, due to the availability of end of the year funds, we were able to upgrade several department computers. Thanks to the pro active approach of the Procurement Department and the cooperation of the MIS Department we were able to secure new computer "brains" and updated software for more staff at the minimal cost of under \$300 for shipping. Until these upgrades were obtained computer technology at Maehnowesekiyah was at least 5 years behind most of the other tribal departments. This lag in technology added to the burden of keeping records updated and affected the efficiency of staff, making their work more difficult and less likely to be on time.

## Closing Remarks

The last year of operations was one of challenge, opportunity and change. As the new director, I hope to encourage the staff to use their initiative, their vast skills, and imaginations to change the community's perception of Maehnowesekiyah's effectiveness. Expanding the community's knowledge of the extreme challenges presented to those suffering from the effects of substance abuse will provide an avenue for increasing support of those in treatment and recognition that lifelong addictions are not turned around overnight or without the help of family, friends and the community in which we live. Changing the perception of Maehnowesekiyah's ability to serve the community is important in encouraging individuals to get them help that they and their families need. We hope to accomplish this by providing a variety of services complimentary to healthy lifestyles in addition to those that concentrate on ADOA treatment. We have begun to build new relationships with other providers of tribal services. Headstart has relocated its Neopit classrooms to our lower level. Eagle's Nest will be providing an extension of their services to those who need the services of a domestic violence shelter. The proximity of these programs to Maehnowesekiyah will promote a better effort to coordinate services.

## Statistics of Interest- FY 2003

73.5% clients are adults	60.1% of those are male
97.25% Indian clients	86.8% of those are Menominee
74% of clients never married	51% of clients live with family
39.4% report they are Catholic	34.1 % report no religious preference
57% report 11 or less years of education	59.5% are unemployed
55.7% report annual gross income of less than \$15,000	
27.7% present with multiple diagnoses (not just alcohol or drugs)	
81.3% presented with substance abuse problems	
58.6% report prior treatment for AODA	
60.6% have been convicted of misdemeanor offenses	
44% have OWI convictions	

And, finally, sadly, only .9% reports that they have a healthy network of family and friends.

## MAINTENANCE

Marlin Waupoose, Director

The Maintenance Department is responsible for the preservation and upkeep of several tribal buildings that include Tribal Headquarters, Gordon Dickie Center, Attorney Office, Law Enforcement, Clinic, Library, and Recreation Center. Maintenance and Housekeeping staffs are provided for each facility through this department with the exception of clinic housekeeping staff. The Maintenance Department staffing includes the, Maintenance Director, Office Manager, Maintenance/Groundskeeper, Receptionist/Secretary (2 part time), Heating/Cooling Technician, Maintenance/Housekeeper (part time), 3 General Maintenance Workers, 1 Lead Housekeeper and 4 Housekeepers (part time).

Maintenance Budgets are funded through a number of means. The Law Enforcement Maintenance Budget is funded through the Bureau of Indian Affairs (BIA). Indian Health Service (IHS) provides maintenance funds for the Menominee Tribal Clinic through 2 programs. All other Tribal Buildings (Headquarters, FIC, Attorney Office, Recreation and Library) are funded through space rent collections, which is calculated by the square foot (sf). The

Headquarters, FIC, Program Attorney Building, and Library occupants pay \$10.25 per square foot. The Recreation Department pays \$8.00 per square foot.

Headquarters: Several moves took place this year. Offices that relocated include the Chairperson, Legislative Staff, MIS, Procurement, Internal Audit, JTP, Family Preservation, Cashier, Licensing & Permits, and Tax Commissioner. These offices all had limited renovations done to them. Carpeting was replaced in the Family Preservation offices. The Chairperson and Procurement Departments replaced carpeting in their offices. Additional lighting was installed in the Chairperson, MIS, and License & Permits offices. Two new meeting rooms were established – one in the former Tribal Attorney Office and one in the old Tax Commissioners Office. Look forward to seeing an employee lounge in the old Licensing & Permits office. Maintenance Staff/Contractors completed routine/preventive maintenance objectives as scheduled. Annual elevator preventive maintenance has been completed. Our heating plant had annual preventive maintenance performed. A steam line actuator was replaced. The security touch pad was replaced. Water usage was limited to save funding. The Maintenance Work Order System Database is fully operational. Work Orders for Tribal Departments can now be requested through the Tribal Office Receptionists' Station (799-5100).

Gordon Dickie Center (FIC): Maintenance Staff/Contractors completed routine/preventive maintenance objectives as scheduled. A drain cover was replaced at the front entry. An electric heating contactor for the baseboard heaters on the lower level was replaced. An exterior light was replaced. An exterior window that was vandalized was replaced. The automatic dampers on the HVAC equipment have been repaired. Annual preventive maintenance on HVAC equipment was performed. Three programmable thermostats were upgraded. Annual elevator preventive maintenance has been completed. The maintenance computer has been upgraded. The Maintenance Work Order System Database is fully operational. Work Orders for the Gordon Dickie Center can now be requested through the Tribal Office Receptionists' Station (799-5100).

Attorney's Building: Maintenance Staff/Contractors completed routine/preventive maintenance objectives as scheduled. A vanity faucet was replaced. The Maintenance Work Order System Database is fully operational. Work Orders for the Attorney's Building can now be requested through the Tribal Office Receptionists' Station (799-5100).

Law Enforcement Center (LEC): A new ice maker and can opener were purchased and installed. A new electrical generator transfer switch was installed. The emergency electrical generator had annual preventive maintenance performed. A new updated fire suppression system was installed above the ranges. The gas ranges were serviced. The flat roof was replaced. Some roof drains were rerouted. The BIA performed its annual safety inspection. The LEC center scored 92.26% on its Annual Safety Self-Evaluation Report for FY03, which is considered excellent by the BIA. The previous years (FY02) score was 74.02%, an improvement of 18.24%. The boilers had annual preventive maintenance performed. The air handling units had annual preventive maintenance performed. The environmental control software was upgraded. Look for the expansion to take place starting this year. Maintenance Staff/Contractors completed routine/preventive maintenance objectives as scheduled. The Maintenance Work Order System Database is fully operational. Work Orders for the Law Enforcement Center can now be requested through the LEC by calling 799-3244 or 853-4283.

Clinic: The Indian Health Service does periodic Building Assessment Studies, which generates a list of recommendations on building maintenance and repair. Emergency generator and water softener replacement have been included on the Building Assessment list. A new maintenance truck with v-plow was purchased. The garage doors on the EMS garage have been replaced and upgraded to an energy efficient type. The garage door openers and controls have also been upgraded. The garage floor has been treated. New electric heaters were installed in the EMS office and restroom. The maintenance department wired in additional outlets for new exercise equipment. The existing emergency electrical generator was overhauled. The maintenance staff computer was upgraded. The environmental control software was upgraded. The Maintenance Policy and Procedures Manual was revised and updated. Maintenance Staff/Contractors completed routine/preventive maintenance objectives as scheduled. The Maintenance Work Order System database is fully operational. Work orders for the Clinic can now be requested through the Administrative Office (799-5482 or 799-5479).

Library: Due to on-going maintenance problems on the existing air conditioning units, the air conditioning units were replaced with higher efficiency units (*energy star*) utilizing a local HVAC Contractor. This initiative will lower maintenance and energy costs. During this process we also installed barbed wire and fencing to prevent vandalism to the AC new units. Vandalism continues being a problem. Roof maintenance (shingle patching) was completed as it occurred. Graffiti was removed as it occurred. Water usage was limited to save funding. Maintenance Staff/Contractors completed routine maintenance and housekeeping objectives as scheduled. The Maintenance Work Order System Database is fully operational. Work Orders for the Library can now be requested through the Tribal Office Receptionists' Station (799-5100).

Recreation Center: Vandalism continues being a problem. The roofing shingles are constantly being torn off. Vandalized shingles will be repaired with FY04 funding. The maintenance department wired in additional outlets for new exercise machinery. Electrical loads were balanced at the service panel to improve efficiency and lower electrical bills. We are in the process of re-staining the interior doors. We overhauled the shower faucets. Water usage was limited to save funding. Maintenance Staff/Contractors completed routine maintenance and housekeeping objectives as scheduled. The Recreation Director is looking into funding for an exterior camera system as a vandal deterrent. The Maintenance Work Order System Database is fully operational. Work Orders for the Recreation Center can now be requested through the Tribal Office Receptionists' Station (799-5100).

Training: A Boiler Operator Certification and Maintenance Course was facilitated at the Tribal Headquarters Building. By facilitating this training locally, we saved courier and lodging expenses. The following maintenance staff attained certification as BIA Boiler Operators, Marlin Waupoose, Guy Crowe, Wydell Kallies, Leonard LaTender, and James Doran. Congratulations!

The Maintenance Department continues providing service upon request to other tribal facilities including Historic Preservation, Tribal School, CBRF, Maehnowesekiyah, Headstart, Daycare, Senior Centers, Conservation, Food Distribution, and the Transportation Center. Services provided include snow removal, maintenance of HVAC, plumbing and electrical systems.

The Maintenance Department experienced some limited turnover; most notable was the death of Mr. James Chupko, Maintenance Worker at the Menominee Tribal Clinic. The Maintenance Department extends its condolences to the Chupko family. Also, please welcome Mr. Wydell Kallies as the new Maintenance Worker at the Tribal Clinic and Mr. Virgil Chevelier as the new Maintenance/Groundskeeper at the Tribal Offices.

## **MANAGEMENT INFORMATION SERVICE**

Annette Warrington, Director

The Management Information Systems (MIS) Department is an internal services department within the Menominee Tribal structure that is funded 100% by the Indirect Cost Pool. The Department has been in existence since November 1985 providing computer, programming, and training support services to Tribal Departments.

### **MISSION STATEMENT**

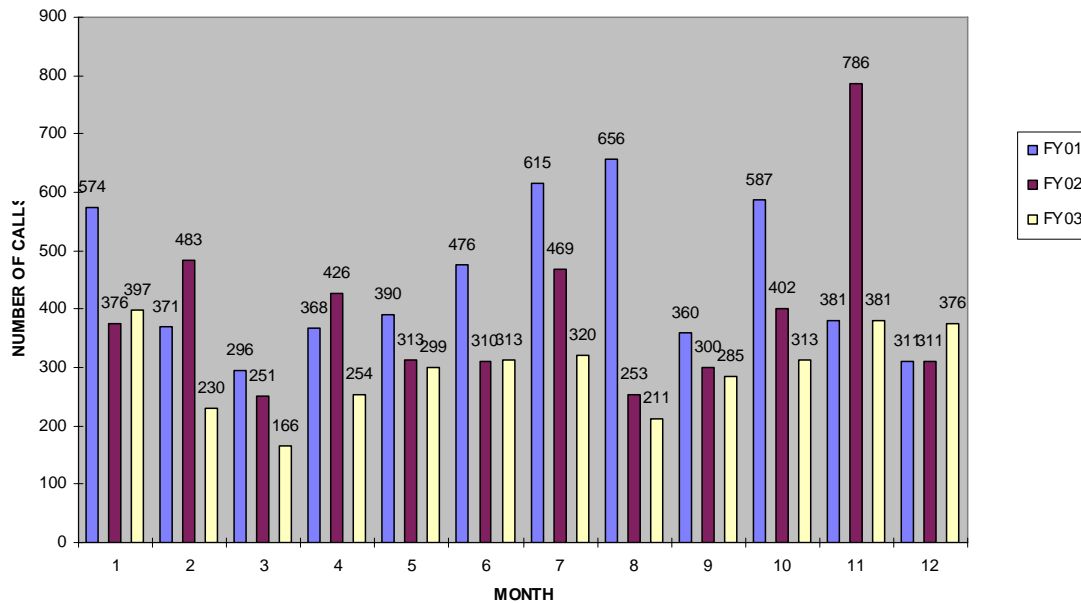
The MIS Department, consisting of the following teams: Administrative Support, Programming, Training and Service, provides overall computer services, assistance and consultation to all Departments and Agencies paying into the Indirect Cost Pool.

- The Administrative Support Team shall provide administrative and clerical support services to the MIS Department; and
- The Programming Team shall research, recommend, and/or create programming solutions to automate Departmental and Tribal processes and shall also support those solutions along with upgrading and modifying as necessary to meet changing needs and standards; and
- The Training Team shall provide instruction that will educate, enhance and upgrade Tribal employees' knowledge in all facets of computer programs available throughout the Tribal structure; and
- The Service Team shall install, maintain, and support all computer-related hardware and software and shall assist employees' in resolving computer use issues to increase the productivity of employee's utilizing information technology within the Tribal structure.

### **STATISTICS**

	<u><b>9/30/03</b></u>	<u><b>9/30/02</b></u>	<u><b>9/30/01</b></u>
Total Number of Service Calls / Contacts	3545	4680	5385
% Increase / (Decrease) from previous year	(24%)	(13%)	(14%)

## MIS SERVICE CALL HISTORY



### **ADMINISTRATIVE SUPPORT TEAM**

The Administrative Support Team assisted with several grant applications for the Law Enforcement Center that were subsequently approved. The funding provided by the Tribal Resources Grant is the second phase of an overall project to automate the entire Law Enforcement Complex. The ultimate or final goal of this project is to taking an incident that is called into the Dispatch Center and track or process it through final case disposition. The second grant that was approved for the Center was used for the purchase law enforcement software which was phase three of our automation project.

The possibility of establishing an organization-wide Intranet was reviewing during fiscal year 2003. This is not a viable project at this time due to the financial condition of the Tribe and the amount of funding required for the initial establishment of an Intranet.

### **PROGRAMMING TEAM**

The Programming Team continues to develop and modify database as requested by departments within the organization. The following new databases were completed during fiscal year 2003: Crime Victim Services, Asset Tracking for all Departments, Sex Offender Registration, Family Preservation & Support, HIPPA Compliance Tracking, Task Management, and the General Assistance Program.

Modifications to existing databases were also completed as they were requested by departments. Modifications to databases included Transportation, Gaming Surveillance, MIS, Gaming Background Investigation, Gaming Nevada Arrest, License & Permits Card 5, Gaming Episuite Pro, Daycare, Conservation, Legislative Motions, Education, Enrollment, and Loan Fund.

### **TRAINING TEAM**

The Training Coordinator continues to offer excellent training opportunities for employees within the organization and is a vital component of the MIS Department. The Training Coordinator has begun the development of several CBT's or computer-based training programs that will be made available via the computer systems or on CD's once the programs are completed. The development of a training brochure has also assisted in promoting the training programs offered by the MIS Department.

At the request of the Administrative Manager, a computer skills assessment was conducted of all Program Directors; once the assessments were completed a report was then provided to Administration. Computer-based testing of job applicants has also been conducted throughout the year in conjunction with the Human Resource Department interview process.

## **SERVICE TEAM**

Although service calls coming into the Help Desk have decreased over the last couple of years, the service team has continued to remain very busy maintaining and supporting the organization's computer systems. The service team has begun to take a more proactive approach in its computer support activities for the organization.

This proactive approach includes major revamps of the network infrastructure for all supports departments. The service team has begun to inspect all computer cabling and have replaced and/or rerouted cabling to enhance overall system performance. Cabling within the Tribal Offices and the Tribal Daycare were completed during fiscal year 2003. Keshena Headstart, Transportation, Gaming and Maehnowesekiyah Headstart are scheduled to be completed during the initial months of fiscal year 2004.

## **MENOMINEE NATION NEWS**

Devan Miller, Office Manager

## **MISSION STATEMENT**

To become the leading provider in disseminating pertinent information that may affect our tribal membership, whether it is environmentally, economically, or socially. In addition, local news coverage of social events that take place with elders and youth in our community are focused on, on a regular basis.

It has been the goal of the Menominee Nation News (M.N.N.) to publish a bi-monthly paper to inform tribal members of any changes and updates within our community. A bi-monthly publication has been printed since January 1, 1989. It has also been the goal of the Menominee Nation News to service Tribal Government by assisting in publishing all public information. The reporters at Menominee Nation News are always available for news coverage at request for community related events. If for any reason coverage cannot be provided, they follow up with the coordinator of the event, or suggest that they take some pictures and submit information on the event, to provide some coverage in the Menominee Nation News. We are not informed many times of some of the events or situations that occur.

## **ANNUAL BUDGET**

This year's annual budget for Menominee Nation News was set at \$147,771. According to a budget report dated October 3, 2003, the departments' actual expenses for fiscal year 2003 amounted to \$125,328.12. This is a total savings of \$22,442.88 for the year.

## **REVENUE**

The annual income goal for FY 2003 was set at \$41,094.00. As per a budget report dated October 3, 2003 a total of \$54,841.12 was received. This is \$13,747.12 over the projected revenue. Please note there has been more income received for FY 2003 in October 2003, but those figures were not reflected in the report. Some of the accounts may have paid but were not recorded as such. There is still more income expected to be received for fiscal year 2003. The four areas where revenue is generated include subscriptions, sales, advertising, and other.

**SUBSCRIPTION:** The subscription income projection was set at \$7,120.00. As of October 3, 2003 a total of \$8,577.00 was received. The subscription income was above the projected revenue by \$1,457.00. The annual subscription rate is \$28.00 3<sup>rd</sup> class individual rate, \$34.00 for Business/Organizations, and \$38.00 for 1<sup>st</sup> class individual rate. Included in the 3<sup>rd</sup> class mailings are the individual 3<sup>rd</sup> class and business/organizations. Again this year, we have eliminated newspaper exchange with other Native publications to help eliminate some postage expenses.

**SALES:** The sales income projection was set at \$13,710.00. As per a budget report dated October 3, 2003 a total of \$13,339.25 was received. The sales revenue received was below the projected revenue by \$370.75. We currently have twenty-seven (27) distribution sites. This includes ten (10) sites in Keshena with two (2) being complimentary sites for the Elders, four (4) sites in Neopit with two (2) being complimentary sites for the Elders, one (1) site in Gresham, one (1) site in Bowler, three (3) in Stockbridge, seven (7) sites in Shawano, and one (1) in Milwaukee. The number of distribution sites decreased from the last report, due to the fact that some of the distribution sites went out of business. This also affected the revenue generated.

**ADVERTISING:** The advertising income projection was set at \$20,263.80. As per a budget report dated October 3, 2003 a total of \$32,919.87 was received. The income was above the projected revenue by \$12,656.07. We have an established list of clientele with a variety of area businesses. Being a member of the Wisconsin Newspaper Association we are provided advertisements when businesses want to reach a certain demographic region in the state. If we are in the target area, representatives from WNA are in contact with us for ad placements. Discounts are offered for pre-paid annual and monthly accounts to increase the number of regular advertisers.

currently listed and in an effort to decrease the number of past-due accounts. The majority of our customers prefer to be billed on a monthly basis. This was the fifth full year the Menominee Nation News has operated under the current billing procedures with the individual tribal programs. There is still reluctance on tribal programs to advertise. As an added incentive to the tribal programs, we offer a 15% discount for advertising, provided the material is submitted by the established deadline. We still have some departments and businesses that insist on submitting advertisements late and free of charge by submitting ad information as articles.

**OTHER:** This is the forth year Menominee Nation News has held this revenue listing. We began to offer our customers the option of paying an extra \$0.50 if they prefer to have their personal photos (happy ads, memorials, etc.) used for publication mailed back to them. We have had a positive response to this service. We also receive money for NSF checks that are returned. Revenue generated through postage costs, and NSF checks amounted to \$5.00 as per a budget report dated October 3, 2003. There was no revenue projection set for this listing.

### **DEPARTMENTAL STAFF CHANGES**

There have been some staff changes since the last report. On October 1, 2001 the Menominee Nation News Department was placed under the supervision of the Communications Director, Mr. David Jonesy Miller. In September 2002, the Communications Department was closed leaving Menominee Nation News without a director. Since October 1, 2002, the department has been under the direction of the Office Manager, Ms. Devan Miller.

During the fiscal year 2002 Menominee Nation News employed five (5) full time employees. They included: the Director of Communications, Office Manager, two (2) reporters, and one (1) Layout/Design Technician. Due to budget cut backs, during fiscal year 2003 Menominee Nation News employed four (4) employees which included: One (1) Office Manager, two (2) Part-Time Reporters and one (1) Layout/Design Technician. The lengths of employment for employees who were employed in FY'03 are as follows: Devan Miller, Office Manager, (2/19/99-present); Llona Tucker-May, Reporter, (03/08/99-4/30/03); Charlotte Caldwell, Reporter, (10/28/02-08/06/03); Trilby Beauprey McIntosh, (05/19/03-08/21/03); Gaynelle Hawpetoss, Reporter, (09/08/03-present); and Steven Price, Layout/Design Technician, (09/24/01-present).

### **OTHER**

We've been receiving more and more compliments about the paper. Many people have also told us how much better the paper is looking, be it the layout, graphics, etc. It seems many people are pleased with the new look and feel of the paper, as is the staff. The staff at Menominee Nation News is proud of the accomplishments they have made.

### **PRINTING**

Menominee Nation News has been a bi-monthly publication since January 1, 1989, publishing 24 issues a year. Twenty-four issues were published during the fiscal year 2003. In the past, the first issue of November was mailed to each tribal member 18 years of age and older, informing them of the Annual General Council. This past year, there was a change in disseminating that information; a separate issue was developed to include the Annual General Council Agenda as well as the Menominee Tribal Legislative Candidate profiles. The special edition was not mailed to every tribal member 18 years of age and older. Only one copy was mailed to all Tribal members households. By providing this information in a separate issue, and mailing only one copy per household, it saved on the cost of printing and mailing and also did not have an impact on the revenue.

Since January 2002, Menominee Nation News is being printed by Waupaca Publishing Company in Waupaca, WI. There was a need to change publishers because of the price and product being produced. Waupaca Publishing Company allows color printing at a lower rate. Since that time, Menominee Nation News is able to offer color advertisements, happy ads, memorials, etc. We have seen a positive response to this service. Since the inception of the new publisher, the Menominee Nation News has been distributed on schedule.

The monthly accounts payable breakdown of printing charges incurred for FY 2003 are as follows:

The printing charges vary from month to month. A major factor in the monthly cost fluctuation is based on the number of pages produced, and the number of color pages.

<b><u>Print Dates</u></b>	<b><u># of pages/color</u></b>	<b><u># of copies</u></b>	<b><u>Charges</u></b>	<b><u>Monthly Sub-Total</u></b>
October 07, 2002	16/8	1,800	\$625.00	
October 21, 2002	16/8	1,800	\$625.00	\$1,250.00
November 04, 2002 Special	04/4	5,500	\$490.00	
November 04, 2002	20/4	1,800	\$575.00	
November 25, 2002	20/4	1,800	\$575.00	\$1,640.00
December 09, 2002	20/4	1,800	\$575.00	
December 30, 2002	16/4	1,800	\$530.00	\$1,105.00
January 13, 2003	20/4	1,800	\$575.00	
January 27, 2003	16/4	1,800	\$530.00	\$1,105.00

February 10, 2003	16/8	1,800	\$625.00	
February 24, 2003	16/4	1,800	\$530.00	\$1,155.00
March 10, 2003	20/4	1,800	\$575.00	
March 24, 2003	20/4	1,800	\$575.00	\$1,150.00
April 07, 2003	20/4	1,800	\$575.00	
April 21, 2003	24/8	1,800	\$710.00	\$1,285.00
May 05, 2003	20/4	1,800	\$575.00	
May 19, 2003	20/8	1,800	\$670.00	\$1,245.00
June 09, 2003	24/4	1,800	\$615.00	
June 23, 2003	24/8	1,800	\$710.00	\$1,325.00
July 07, 2003	16/4	1,800	\$530.00	
July 21, 2003	20/4	1,800	\$575.00	\$1,105.00
August 04, 2003	16/4	1,800	\$530.00	
August 25, 2003	28/8	1,800	\$750.00	\$1,280.00
September 8, 2003	16/4	1,800	\$530.00	
September 23, 2003	16/4	1,800	\$530.00	<u>\$1,060.00</u>
<b>TOTALS:</b>	<b>464/128</b>	<b>48,700</b>		<b>\$14,705.00</b>

## MENOMINEE NATION POW WOW

Stephanie Awonohopay

The Tribe hosted the Menominee Nation Contest Pow-Wow August 1-3, 2003. Ending fiscal year 2003 balance had a profit of \$948.47 (Revenue – Expenses).

### INCOME GENERATED:

Pow-Wow	\$28,313.00
Sponsorship	\$27,275.00
Vendor	\$10,100.00
<u>MITW Donation</u>	<u>\$ 2,000.00</u>
<b>TOTAL INCOME FY03:</b>	<b>\$67,688.00</b>

### ACTUAL EXPENSE BREAKDOWN:

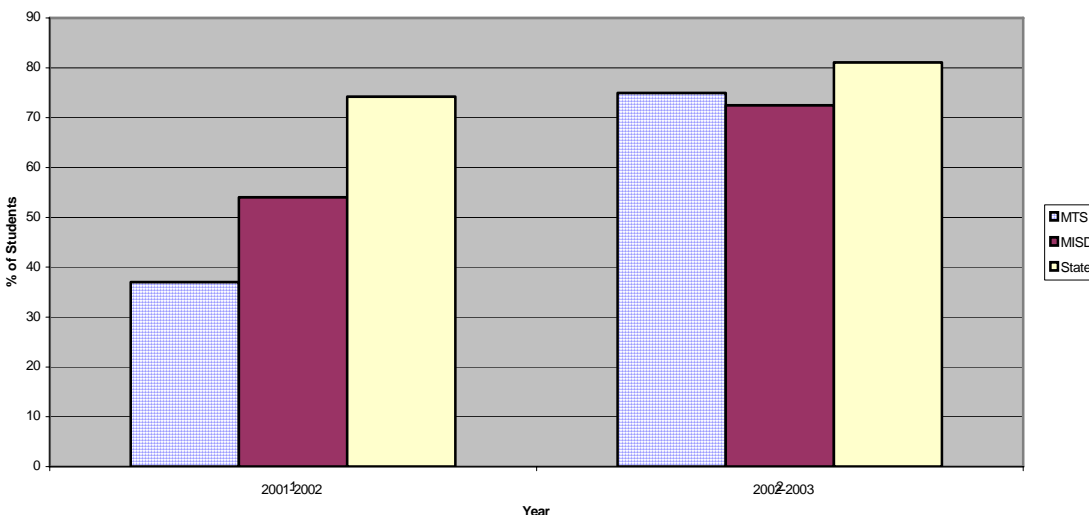
Travel-mileage reimbursement	\$ 122.04
Meeting & Related	\$ 1,000.00
Supplies-Tabulation, gate, banners, flowers, rental fees	\$ 1,640.70
Postage	\$ .37
Printing & Photocopies	\$ 53.50
Advertising	\$ 328.20
Dance Contest-Prize money, includes tiny tots	\$35,150.00
Drum Contest-Prize money	\$11,500.00
Host Drum-Payment & hotel rooms	\$ 5,058.00
Contractual Services-Judges, arena workers, etc.	\$ 5,180.00
Electrical Services	\$ 300.00
Sanitation – cleaning crew & portable toilets	\$ 4,108.00
Sound System	\$ 2,000.00
<u>Indirect Cost</u>	<u>\$ 298.72</u>
<b>TOTAL EXPENSES FY03:</b>	<b>\$66,739.53</b>

## MENOMINEE TRIBAL SCHOOL

Donna Powless, Ph.D., Administrator

The Menominee Tribal School continues to serve the Menominee Children with a program that encourages academic excellence. The results of the Wisconsin Reading Comprehension Test that is given to 3<sup>rd</sup> grade students for the 2002-2003 school years clearly demonstrate the efforts of the K-2 and 3-5 Grade Level Teams. This test is a good predictor of future academic success of students.

Wisconsin Reading Comprehension Test - 3 grade



These results show that the Menominee Tribal School teaching staff and student efforts significantly increased the percentage of students falling in the Proficient and Advanced categories. In 2002, 37% of MTS students were proficient and advanced. This increased in 2003 to 75% of all 3<sup>rd</sup> grade students were Proficient and Advanced in Reading. The Menominee Indian School District was 54% and increased to 72.4% were proficient and advanced in Reading. Instructional strategies that have been emphasized include providing more Learning Centers in the classrooms; Accelerated Reader; Guided Reading Activities, Houghton-Mifflin Reading Series; At-Home Reading Logs; the Kinahetim Intervention Program and the Corrective Reading Program.

The Menominee Tribal School and the Menominee Indian School District are working together to improve the reading level of all children on the reservation. The eighth grade teachers of both MISD and MTS met over several occasions and made a plan of action. Both middle schools identified student's reading levels and are teaching the students directly the areas that they need improvement in. The service continues in high school if the need to improve reading still exists for the child.

An **Annual Report is submitted yearly to the Bureau of Indian Affairs** for the Menominee Tribal School. The 2003 results are noteworthy.

	2001	2002	2003
<b>Daily Attendance</b>	90%	94%	93.2%
<b>Enrollment</b>	254	268	241
<b>Parent Involvement</b>	58 hours	2,086 hours	3,051 hours
<b>Substance Incidents</b>	2	2	0
<b>Violence Incidents</b>	114	7	4
<b>Reading-Terra Nova All Students who are Proficient/Adv</b>	73%	73%	69%

The Menominee Tribal School is making major improvements in educating the youth of Menominee with the assistance and involvement of their parents. Parent Involvement is a requirement of MTS.

## NAES COLLEGE

Karen Washinawatok,

In 2004, NAES College will celebrate our 30<sup>th</sup> anniversary. This is a milestone and a testimonial of our success. NAES is one of the last nontraditional higher education institutions left in the country. However, most of those who graduated from NAES may not have received a Bachelor of Arts degree if it had not been earned here. Students have the flexibility to focus their study in many ways that uniquely support the aspirations of Native communities, that fact alone makes it worth the effort and gives meaning to our work.

NAES College exists to give tribal and community members the option to pursue a college degree without traveling to Green Bay, Stevens Point or schools further away from the Reservation. The classes meet on an evening or



weekend basis to accommodate the working and family needs of students. The enrollment is entirely Native Nations with some from surrounding tribal communities. This diversity enhances the discussions of tribal leadership and sovereignty issues in our classes.

Many of the students are older adults returning to school after their children have left the home. Typically NAES students are in their mid-thirties. Students are often the first family member to seek a higher education degree. Also, students frequently share the fact that they haven't been in school for twenty to twenty-five years or longer. Some are homeless, staying with friends or relatives. Often they don't think of themselves as homeless due to the number of extended families and the acceptance of relatives sharing living quarters. These are examples of the unique students we support with their educational goals.

NAES College continues to provide an educational program that focuses on tribal knowledge. We offer free Menominee Language classes to any families interested in learning together. This is a service we have offered since 1994. Community members may also audit classes for a reasonable fee. Financial arrangements are negotiated with individuals who need courses for job development. During the summer, we offered a course, Building Native American Communities. It was a financial management class that included budgeting, credit, loan and other banking services like checking, etc. The course was offered in conjunction with Housing, Rural Health Network, Associated Bank and other community programs. It was an example of community building through collaboration.

Another exciting course in the health field, Craniosacral Therapy - shared the techniques of healing through touch. Students learned the basics of body movement and how to focus on chronic, severe pain in various body areas to improve the health status of an individual. The instructor also offered treatments through referrals with incredible success. This class was another effort to enhance the health status of our community and it was available to all interested individuals.

All of the courses at NAES College center on the people, language, culture, history, environment and resources of the Menominee Nation. The instructors are tribal members or those who are familiar with our community. Many have worked with families or youth in various professions. Faculty who are Menominee, Native American or professionals working with our community bring a familiarity that lends itself to dynamic teaching and learning taking place at NAES College. Mature students also enhance the classroom discussions with their wisdom and knowledge resulting in a truly unique academic experience.

With the four graduates this year, twenty-seven have earned their baccalaureate degrees at the Menominee Campus since 1989. The total for all NAES College campus graduates is 230. We strive to make a difference not by the quantity but by the quality of our institutional program. We prepare individuals for leadership in Indigenous communities. Among NAES graduates, 98% continue to work within Native communities or in positions related to Native issues. Thirty per cent of NAES alumni have received professional or advanced degrees in fields such as law, public health and education. Most had incomes below the poverty level as they entered college; all of them who are now employed have incomes that far exceed poverty-level wages ranging from \$30,000 to \$80,000, allowing them to provide well for their families and meet community obligations.

Grants that NAES College has received will continue to enhance the mission of community building with activities that impact the Menominee community. While attending college, some students work as Research Assistants. A grant with Northwestern University has employed several community members in science research as it relates to Native youth and their learning. Another grant received from the Environmental Protection Agency employs additional community members to work on projects in the coming year. Their work will be relevant to the teaching and learning about the forest and its importance to us. This funding will combine youth and elderly with opportunities to learn together and from each other.

The funding from the Tribal Legislature has increased to broaden the support for NAES College. The staff, faculty and students would like to express our sincere appreciation to the leadership for your support. We welcome all who would like to attend NAES College to stop by for a visit or call for more information. Our phone number is 799-4661. We hope to hear from anyone who is interested in earning a college degree. NAES College is accredited by the Commission on Institutions of Higher Education of the North Central Association (NCA). NCA accredits all technical schools, four year colleges and universities in this tier of the United States.

## **PROBATION/PAROLE**

William Beauprey, Director

The Probation Department received notice of the Restructuring Amendment of Tribal Ordinance 95-04 and our placement on December 3, 2002 from the Tribal Administrator's Office. On January 9, 2003 I was given notice of

who is to be my new boss. My purpose and duties are enumerated in Ordinance 94-01 and Section 11.50 of 95-04. My authority is also enumerated in 94-01 and 95-04 section 11.50.

The Department experienced a staff shortage with the resignation of the Assistant Probation Officer slash Administrative Assistant position, and the funding source for the Learn and Earn student from the College expired. I soloed for a period of time. With the help and understanding of the Prosecutors Office and Tribal Courts I was able to keep up with the caseload, until the new positions were filled. It was determined from the increasing caseload, and the time demands of the Wellness Court, the assistant position could no longer be combined. The Tribal budget was increased and approved for additional funds and Wellness Court agreed to help pay for a new position, with the majority of the position time spent dealing with Wellness court clientele to which I am grateful. The Probation Department will continue to seek funding sources because there still is a need for a full time assistant Probation/Parole Officer. For the moment, ½ is better than none.

**SERVICES:** The department continued to perform the number of continuous services which begin with the initial contact and intake through our procedural process of court appearances, jail visits, staffing, pre-sentence investigations, Office appointments, Home visits, and community service worksites, until terminated by the courts or completing the sentencing orders. The Probation Officer is an integral part of the Tribal Court. The Probation Officer follows the directives and orders of the Court which relate to the function of probation. The Probation Officer assist the Probationer or Parolee to become actively involved in the process of change, how to make positive choices, and therefore, take ownership for their actions and own learning. The Probation Officer roles are facilitator, guide, and supporter.

**STATISTICS:** Again this year the main offenses clients were charged with was for Malicious Mischief, Disorderly Conduct and Battery. A majority of all offenses are alcohol related. Most court orders include a stipulation to do an AODA assessment which must be followed through 100%. Many charges are Domestic Violence related and must also follow through with DV counseling. AODA referrals are mainly done through Menominee County Human Services. Majorities of clientele who must do Domestic violence counseling seek their counseling through Maehnowesekiyah; unfortunately, they have also experienced a staff shortage of a DV counselor which left most clients with an incomplete court order by the end of their probationary period. Since we were short staffed our selves for a time being, it left us to play catch up. Due to other timelines, we were unable us to seek probation extensions before the client's 45 day deadline. In comparison to last year's date, we've had to do 44 revocation with 8 more pending with a total of 48 last year. There were 87 jail visits down from 159 last year. There was an increase of 188 court appearances compared to 113 last year. We currently have 197 probation clients compared to 98 from last year's date, doubling our client case load. We've had 1345 client office appointments/meetings, 789 pick up and deliveries and 203 Drug Court appearances.

The Menominee Wellness Court has been in operation this year with mixed results. To date we have had 38 clients referred to the program that my files show. Presently we have 8 active clients, 6 have completed the program, 5 have been terminated, 10 are termination pending status, 3 were referred back to regular court for disposition, and 6 have active bench warrants for their arrests for various reasons. The person hired for the Assistant Wellness Court Probation Officer will dedicate 55% of their time to handling the caseload with Maximum Supervision. This should elevate the weekend incident rate and tampered U.A. results. Plus Staffing, Court, and Meetings will justify the time.

Since Officer Mary Escalante's medical leave I have had no more contacts for the newly created Ordinance 01-12 Sex Offender Registration and Notification Program. Last I heard there was going to be appointments for a "Registration and Notification Commission" as of today I cannot verify this, or where the status of this program is.

The Probation Director is also a member to the Community Crisis Response team with other agencies dealing with Domestic Violence. We meet monthly at Maehnowesekiyah to discuss and elevate existing problems with the present protocol.

Again as in years past we are still looking forward to the expansion at the Menominee Tribal Courts so we can move there, hopefully larger and more office space.

## **PROSECUTOR**

William. F. Kussel Jr.

**Duties and Responsibilities.** The primary objective of the Prosecutor's Office is to provide judicial services to the residents of the Menominee Indian Reservation, through the prosecution of both civil and criminal violations of Menominee Tribal Law, pursuant to Menominee Tribal Ordinance 79-14, Interim Law and Order Code. In order for the Tribal Prosecutor to fulfill its judicial responsibilities to the residents of the Menominee Reservation, to the Tribe

and to the victims the following must be met: (1) to process an estimated 1500 cases on adult/juvenile criminal and civil matters to be filed with the court for prosecution; (2) to comply with the due process and equal protection requirements set forth in the ICRA of 1968 (25 USC secs. 1301-1302); (3) to maintain both civil and criminal files to include final disposition; (4) to represent the best interests of the Tribe in matters before the lower courts and through the Supreme Court appeal process; (5) to attend necessary training; (6) to assist the Menominee Tribal Police Department.

**Accountability:** Ensures that the duties of the Office of the Tribal Prosecutor are performed and ensures that the prosecutorial services are provided in a fair, just and effective manner.

**General Goal and Policy:** It is my office goal and policy to enforce the laws on the Menominee Indian Reservation through fair, efficient and effective criminal and civil prosecution of law violators. This is necessary to protect the personal safety of individuals residing on the Reservation, to protect the domestic tranquility, to foster successful economic interests, to protect property interests and to maintain the public order.

It is my goal to protect the interests of the victims of crime while ensuring that the constitutional rights of the violators of the law are maintained and observed. My objective is to deter individuals from committing or recommitting criminal acts; this is done through the deterrence of punishment, counseling where necessary, restitution to the victims and public service where appropriate. The goal is and should be the rehabilitation of the offender so that the individual conforms his or her behaviors into the legitimate expectations of the Reservation and society at large. I am not afraid to try new things to accomplish these goals; I am a good listener and am always open to suggestions from the community for working towards these ends.

Finally, I believe those that enforce the laws must obey those laws. A public prosecutor must lead by example. It is my policy and goal to conduct the duties of this office with the highest levels of honest and integrity. This is something I believe the public has a right to expect.

**2002-2003 Statistical Summary:** The Prosecutor's Office made 5,870 appearances in Tribal Court on a variety of criminal and civil prosecutions during this reporting period. This is an increase of approximately 6.7% from the last fiscal year. During this time period a total of 491 adult criminal charges were prosecuted by the office. This is an increase from 478 cases the year before. Of the 491 charges, 101 were domestic violence related. The top crimes prosecuted by this officer were: Battery, Assault, Disorderly Conduct, Resisting or Obstructing Officers, Controlled Substances (Drugs) and Malicious Mischief. The rest of the 491 adult charges were for a variety of other tribal crimes. The adult criminal conviction rate for non-domestic violence offenses was 92% in favor of the prosecution. For domestic violence matters, the conviction rate was 95% in favor of prosecution.

A total of 242 juvenile delinquency/ordinance violations were prosecuted by this office. The top three offenses prosecuted by this office were: Malicious Mischief, Resisting or Obstructing Officers and Theft. The conviction rate for all juvenile matters was 76% in favor of the prosecution.

The office prosecuted 1781 civil ordinance violations over the year. This is up approximately 35% from last year. The top three offenses were: Traffic violations, Underage Drinking and Curfew. The conviction rate on civil ordinance violations was 86% in favor of prosecution.

30 appearances were made on alcohol/ mental commitments and 19 cases involving child welfare were prosecuted by this office.

**Mentionable Accomplishments:** In conjunction with Tribal Courts, Probation-Parole Department, Tribal Police and Maehnowesekiyah Treatment Center, we were able to develop the Menominee Tribal Alternate Sanctions Program, more commonly known as "Drug Court into a working program. This is the second year of actual operation for this federally funded program which works to help treat individuals who are first or second time offenders who have committed a non-violent crime in which illegal drugs or alcohol played a major part in the crime (Individuals charged with "Operating a Vehicle While Intoxicated" ( "OWI") are not eligible for the program). Those individuals who are appropriate for the program have an eligible drug or alcohol related criminal complaint filed by the Prosecutor and pending in Tribal Court. If the individual meets the enrollment requirements, the Tribal Prosecutor may formally recommend the individual, with the individual's consent to the Drug Court Team for evaluation and possible acceptance in the program. If accepted into the program the individual will need to sign a deferred prosecution agreement whereby they agree to plead "guilty" or "no contest" to the charges in Tribal Court. The court holds in abeyance the acceptance of the plea and allows the individual to enter the drug court program. During the program the individual will receive appropriate drug and/or alcohol counseling and/or treatment as indicated by his or her assessment. Those individuals who successfully complete the program will have their criminal charges dismissed and will have no record of a drug or alcohol related record. Failure to comply with the treatment program may result in sanctions being imposed; serious violations may result in the termination of the deferred prosecution agreement and the referral back to the criminal courts for the acceptance of their plea and sentencing. This is an exciting and beneficial program aimed at treating a serious health and societal problem on the Reservation and elsewhere throughout the United States.

During this year, the Prosecutor's Office developed and implemented a Deferred Prosecution Policy for first time domestic violence offenders. To be eligible for this program, the offender must have committed a DV related crime, is a first time offender, and the victim received no or only minor injuries. Additional factors, such as, the wishes of the victim and whether the defendant has sought counseling are considered by the Prosecutor. An individual accepted into the program must sign a Deferred Prosecution Agreement (DPA) which requires the offender to pled "no contest" or "guilty" to the charges and admit the elements of the crime in court. After the individual makes their plea, sentencing is withheld by the court and the individual must undergo DV and any counseling as agreed. The offender agrees to commit no further violations of any law (minor traffic offenses excepted) for a period of one year. If the offender completes his or her counseling and successfully complies with the provision of the DPA, the charges are dismissed. Failure of the offender to successfully complete the requirements of the DPA will result in the resumption of criminal prosecution and sentencing for the admitted crime. This program has been used successfully in some Wisconsin Circuit Courts, and it is hoped we will see a similar success here.

**Staffing.** During 2002-2003 the Prosecutor's Office was staffed by three full-time people and one temporary records clerk. This included Prosecutor Wm. F. Kussel Jr., Assistant Prosecutor Brian R. Johnson, Secretary Lisa Lyons and Records Clerk Josephine Dickenson.

## **PROPERTY MANAGEMENT/PROCUREMENT**

Brett Hoffman, Director

During FY03 the PMA Department was staffed by Brett Hoffman - Director, Tonya Kitson –Procurement Officer and Lisa Hauser – Procurement/Inventory Officer.

The Property Management and Acquisition (PMA) Department, operating under the Indirect Cost Pool, provides for the review and approval of purchases of the Tribe, equipment inventories, transfers and disposals of equipment, contract processing, and procurement and equipment policy modifications. The PMA Department also provides internal services for the programs of the Tribe, such as the centralized supply ordering, competitive bid evaluation coordination, purchasing assistance, maintaining six area photocopy machines, internal billing system for supplies, photocopies, postage, telephone and propane gas, and obtaining Federal Excess Property for qualified programs. The purchase approval and inventory control responsibilities are federal funding requirements. The internal services are cost-saving and program support operations.

The negotiation of the propane gas for the Tribe's programs was re-established at \$.89 per gallon for Fiscal Year 2004. This is the first year of a three year agreement with Menominee Gas, Incorporated. We pre-purchased 190,000 gallons of propane at \$169,100.

Competitive Bidding was executed on the following projects: Utilities Collection System Improvements, Tribal School Addition, Tribal Courthouse Design Services, Housing Furnace Installation Project, Tribe's External Audit Services, Public Transportation Bus Bid, LP Gas Contract, Public Transportation Service Garage Addition, and the Multi-Roads Project.

During Fiscal Year 2003, The PMA Department obtained a multitude of equipment from the Federal Excess Property program, with an acquisition value of \$334,698. This includes obtaining seven vehicles, a generator, fire truck, numerous computers, two servers, various tools and small supplies. For example of the benefit this brings: the two computer servers and one computer library obtained from GSA replaced failing equipment within the Tribal Offices, saving the Tribe \$127,269. Funds retained from the sale of the old Federal Excess property were utilized to build the PMA garage in FY03. With this, no Tribal funds were spent in constructing the much needed building.

The Fiscal Year 2003 Indirect Cost budget for the department was established at \$141,513. Although final figures are not available at the time of this report, the Preliminary Expense Reports for the year reveal expenses at \$135,152.93.

The PMA Department generated over \$15,250.00 in the sale of old equipment during Fiscal Year 2003.

## **RECREATION**

Duane Waukau, Director

The mission statement of the Menominee Tribal Recreation Department will be committed to improve the quality of life among all residents of the Menominee Reservation. This is accomplished by providing and promoting in a responsive manner a leisure service system that includes well-maintained parks and public areas as well as a variety of recreational programs and special events.

Personnel:

Duane Waukau, Park & Recreation Director  
Ashley Isham, Youth Center/Activity Leader  
Pershing Frechette, On-Call

Michelle Frechette, Weekend Youth Monitor  
Jamie Corn, Secretary

Total youth served for Fiscal Year 2003 was 11,236.  
Total adults served for Fiscal Year 2003 was 4,615.

Budget Allocation for F.Y. 2003

Youth Center	\$148,204
Park Maintenance	\$ 71,948

Youth Center-Year to Date	\$134,674
Park Maintenance-Year to Date	\$ 69,101

The Youth Center is open from 6 a.m. through 9 p.m., Monday through Fridays. Saturday and Sunday we are open Noon till 8 p.m.

Youth Center Activities include:

Air Hockey, Juke Box, Pool Table, Nintendo 64, Foosball, High School Alternative School Fitness and Activity Room, Pow-wows, Dances, Movies, Christmas Cookies, Car Wash & Bake Sales.

Program Activities include:

Community Halloween Party with Woodland Boys & Girls Club, Nightly Open Gym at the Menominee High School, Collaborative Christmas Breakfast in Keshena/Neopit/South Branch Centers, NBA/WNBA Youth Basketball Program in January and February, Knights of Columbus Free Throw Contest and Football Contests, Valentines Dance, Collaborative Youth Fishing Derby, 3 on 3 Tournament, Easter Egg Hunt, Family Fun Day, sponsored T.C.J. Baseball Programs for ages 14-16 years old, sponsored Legion Baseball Program for ages 16-18 years old(1<sup>st</sup> place league), finished 3<sup>rd</sup> place to qualify for state tournament, Sponsored Boys & Girls Club Little Hitters Program for ages 6-8 years old, sponsored Beginners Golf Program at Shawano Lake Golf Course & Intermediate Golf Program at Perry's Landing-Marion, Youth trip to Bay Beach, Youth trip to Wisconsin Dells-Noah's Ark, Youth trip to Milwaukee Brewers game, Youth trip to Wisconsin Timber Rattlers game, Pepsi Punt, Pass & Kick Program, Youth Olympics, President of Wisconsin Native Nations Team Wisconsin, Vice-President of AIAA Intertribal Youth Basketball/Volleyball/Softball League, Fundraising for the North American Indigenous Games to be held in Buffalo-New York in 2005, Elected Baseball Coordinator for 2005 Games, Fundraised for new uniforms for T.C.J/Legion Teams, Assisted with Neopit Little League purchasing new uniforms, Provided equipment for Keshena Little League, provided transportation of vans for Family Preservation, Keshena Little League, Teams College, Culture Camp and Clinic requests.

The Menominee Park Department provides upkeep and maintenance for sixteen (16) sites on the Reservation. They include: 1.)Little League Field-Neopit 2.)Park Pavilion-Neopit 3.)Middle School Athletic Field 4.)Dog Town Park-Zoar 5.)Downtown Field 6.)Firestation Playground-South Branch 7.)Sliding Hill across from Firestation 8.)Nacotee Addition park area 9.)Sliding Hill-Keshena 10.)Keshena Pavilion 11.)Recreation Baseball Field 12.)Recreation Field-Little League 13.)Fairgrounds 14.)Blacksmith Park 15.)Wa-toh-sa-Legend Lake 16.)Commot Lane-Sliding Hill.

Neopit Community Pavilion received a new playground through the Healthy Heart Diabetes Grant. We worked and assisted with installation of new park equipment. Youth group from Michigan assisted with painting the pavilion this year, we provided the paint. The grant also included the installation of a full basketball court in Middle Village, half courts in Zoar and in South Branch. Purchased a used 1998 truck for Park Department and also purchased a new riding mower for park up keep.

Maintenance includes cleanup of pavilions, garbage, and scheduling, electrical outlets, cutting grass, porta pots for adult and youth leagues and lighting of the park areas. Vandalism was up in the Neopit pavilion areas this year. We replaced all electrical outlets and labor to fix damages several times this year.

#	Department/Program/Activity	Est. Activity Cost	Grant/KT Funded	Tribal Funded	In Kind	Target Group	Dates	Location	Funding Source	Partners
1	Youth Center: Activity Room	\$ 5,000	No	Yes	No	Grades K-6	M-F3:00-9:00; S&S 1:00-9:00	Recreation Center	Tribal	None
2	Pool Tournament	\$ 200	No	Yes	No	Grades 7-12	M-F 3:00-9:00; S&S 1:00-9:00	Recreation Center	Tribal	None
3	Open Gym	\$ 500	No	Yes	Yes	Grades 7-12	M,W,Th.6:00-9:00; Sun. 5:00-7:00	High School/Tribal School	Tribal	MISD
4	Monthly Dances	\$ 500	No	Yes	No	Grades K-6	Holidays/Fridays 6:00-10:00	Recreation	Tribal	None
5	Monthly Dances	\$ 500	No	Yes	No	Grades 7-12	Holidays/Fridays 6:00-10:00	Recreation	Tribal	None
6	Free Throw Contest	\$ 100	No	Yes	Yes	Grades 4-12	Saturday in January	H.S. Field	Tribal	Knights of Columbus
7	Punt, Pass & Kick-Pepsi	\$ 100	No	Yes	Yes	Grades 4-12	Saturday in September	H.S. Field	Tribal	Knights of Columbus
8	Fitness Center	\$ 2,000	No	Yes	No	Ages 12-18	Various times	Recreation	Tribal	None
9	Halloween	\$ 700	No	Yes	No	Ages 12-18	October	Recreation	Tribal	None
10	Family Fun Day	\$ 200	No	Yes	Yes	Ages 2-18	May	KPS	Tribal	All youth Organizations
11	3 on 3 Tournament	\$ 500	No	Yes	Yes	Ages 4 to 12	March	Communities	Tribal	All youth Organizations
12	Youth Olympics	\$ 300	No	Yes	Yes	All Youth	August	Communities	Tribal	JTPA & JOM
13	Santa Visit	\$ 1,200	No	Yes	Yes	Community	December	Communities	Tribal	JOM & Housing
14	Easter Egg Hunt	\$ 600	No	Yes	No	All Youth	April	Fairgrounds	Tribal	JOM
15	Trip: Bay Beach	\$ 500	No	Yes	No	Grades 4 to 8	June-August	Plover, WI	Tribal	None
16	TCJ Baseball	\$ 3,000	No	Yes	No	Ages 14 to 16	June-August	Communities	Tribal	None
17	T-Ball Program	\$ 1,000	No	Yes	No	Ages 6, 7 & 8	June-August	Communities	Tribal	None
18	Golf Program: Beginners	\$ 1,000	No	Yes	No	Grades 1 to 6	June-August	Communities	Tribal	None
19	Golf Program: Intermediate	\$ 1,000	No	Yes	No	Jr. High	June-August	Communities	Tribal	None
20	Cookie Baking	\$ 250	No	Yes	No	Grades 1 to 8	December	Elder Ctr./CBRF	Tribal	None
21	Legion	\$ 2,000	No	Yes	No	Ages 16-18	June-July	Recreation	Tribal	None
22	Little League	\$ 2,000	No	Yes	No	Ages 9 to 12	May, June & July	Varies	Tribal	Neopit & Keshena
23	Maehnowesekiyah	\$ 0	No	Yes	Yes	Ages 9 to 12	Once per week	Recreation	Tribal	Maehnowesekiyah
24	Timber Rattlers Game	\$ 1,000	No	Yes	Yes	Open	July	Appleton	Tribal	None
25	AIAA	\$ 2000	No	Yes	No	Ages 12 to 18	September-Nov.	High School	Tribal	Community
26	Wisconsin Dells	\$ 2000	No	Yes	No	Ages 14-18	August	Recreation	Tribal	None
27	Little Hitters	\$ 1000	No	Yes	No	Ages 6-8	June-August	Community	Tribal	Woodland B&G Club
28	Fishing Derby	\$ 500	No	Yes	Yes	All	March	Neopit	Woodland	Woodland B&G Club
29	Truck/Mower	\$ 13,000	No	Yes	No	Community	Seasonal	NA	Tribal	ParkDept
30	Gatorade Punt, Pass & Kick	\$ 100	No	Yes	No	Ages 5 to 14	September	High School	Tribal	Recreation
31	Alternative School	\$ 0	No	No	Yes	High School	September-May	Recreation	School	School

## SOCIAL SERVICES

Mary Husby, Director

Menominee Tribal Social Services is located on the third floor of the Gordon Dickie Office Building across from the Tribal Office Building. Staff for the Menominee Tribal Social Services Department, funded under the BIA contract, consist of the Director, Child Welfare Assistant and three Social Workers. A fourth social worker for Kinship Care is funded by the Wisconsin Department of Health and Family Services and tribal funds.

In our Child Support unit, we have 1 Child Support Manager, 4 Child Support Specialists, a Child Support Clerk, an Account Clerk and an Attorney who does child support work and Indian Child Welfare Act legal work. This department is funded from the Federal Child Support Enforcement Office in Washington, D.C. Tribal funds are used to meet the 10% cash match requirements.

Some grants administered by Menominee Tribal Social Services are the Child Care Development Funds, B.I.A. Administrative funds and B.I.A. Child Welfare Assistance funds. Funds from the Wisconsin Department of Health & Family Services are also administered by the department for the Kinship Care Program. Child Support funding from the federal Child Support Office are managed by this department along with tribal funding.

**Financial Section:** The Menominee Indian Tribe of Wisconsin received a contract from the B.I.A. in the amount of \$328,075.08 for FY2003 for its Social Services Department. Of this amount, \$43,322.97 was designated for Child Welfare assistance. \$28,082.67 of the budget was designated for indirect costs. \$31,732.34 of program funds were designated for activities under the Indian Child Welfare Act Program and \$224,937.10 was designated for Social Services administration. Supplemental funding from the Tribe was required for Social Services to continue operations for approximately five months in 2003. We targeted Child Welfare Assistance funds for Respite day care services and foster care.

**Narrative and Statistical Section:** In our 638 contract with the BIA for Social Services, Indian Child Welfare Act funds are included as one block grant since these funds are no longer competitive funds. As mentioned previously, \$31,732.34 was identified for use in our Indian Child Welfare Act program.

These funds, along with tribal funds, allowed us to provide counseling services and court intervention services to children and their families who were involved in child custody proceedings as defined in the Indian Child Welfare Act. One social worker, along with support costs, was funded with this specific allocation.

**Program Accomplishments:**

A. **Social Services:** During fiscal year 2003 Tribal Social Services provided services to 111 new cases. This total did not reflect the 62 cases which were carried over from FY'02 into the new contract period. Considering these cases, Tribal Social Services actually provided services to 173 cases in FY'2003.

The new case referrals for the year represented the following types of cases: 88 new Indian Child Welfare Act cases, 12 enrollment assistance cases and 4 child welfare assistance cases (foster care and day care). Two court placement study cases, one Boarding School case study and 2 family counseling cases and 2 cases for adoption services. One case was an information and referral case. There were 9 cases for legal services which were provided by the attorney assigned to our program for Child Support and Indian Child Welfare Act cases. These services were provided with Tribal Funds. The enrollment assistance cases involve individuals who have been adopted in the past and require assistance in securing information from closed adoption records. Of the 12 cases requesting assistance for enrollment, 2 cases failed to complete the process/application. Five cases are pending. Two cases were unable to be identified with the Menominee Indian Tribe. Three cases were eligible for the Ancillary Menominee Roll. Case closures for the year totaled 129 cases.

Part of the work plan for FY'03 called for a variety of agreements to be negotiated with the state and counties to allow for social services resources available to those entities to be utilized by the Tribe. These agreements were negotiated with representatives of those agencies in conjunction with the Program Attorney or Social Services Attorney. Agreements in place included: An Adoption Agreement with the State of Wisconsin, Department of Health and Family Services, and a Correctional Agreement

With the Wisconsin Department of Corrections, Division of Juvenile Correction which allows for youth committed by Tribal Court to be placed at State correctional facilities. Another agreement in place with Menominee and Shawano Counties includes Act 161, which provides for county foster care funds to be used to pay for the costs of foster care ordered by Tribal Court. The agreements also define roles and responsibilities between Tribal Social Services, Menominee County Human Services and Shawano County Social Services. The agreements also allow the counties to provide involuntary services on behalf of Menominee Children. Another agreement, which was negotiated, concerned a Service Agreement with the Wisconsin Dept. of Workforce Development to allow us access to the State's KIDS System. The last contract that was entered into by the Tribe and the Wisconsin Department of Health and Family Services concerned the Kinship Care Program. This program provides financial benefits to eligible recipients caring for minor relatives. The program received funding for benefit payments in the amount of \$ 345,720 and \$19,987 for assessment costs. The Tribe supplemented the program for administrative costs above the \$19,987. Services were provided to 151 families in FY'03. This represented services to 230 unduplicated children.

Another component in our work plan for the year was to provide adoption or guardianship services to 10 families. We facilitated placement of 6 children for adoption. Two cases for guardianship services were facilitated. We were two cases under our projections for the year.

Another project specified for Tribal Social Services included the preparation and submittal of an application to Wisconsin Department of Health and Family Services for supplemental funding for the Tribe's Respite Day Care Project. The department in conjunction with the Day Care Center, prepared an application for Child Day Care funds and Child Welfare funds. We were able to secure funding in the amount of \$50,910 for this project. Twelve children were served in this program during the year representing 1543 days of day care services.

During the year the department prepared one application for the receipt of Child Care and Development funding from the Federal Department of Health and Human Services. Our tentative planning figure was \$282,730. We are currently awaiting a final award notice. These funds are to be used for day care services for low-income families who are employed or involved in a job-training program or educational program leading to employment. Funding is provided to eligible families at the Tribal Day Care Center and for families at Headstart for Wrap-Around Services.

In addition to the above accomplishments, this department coordinated the activities of the Child Protection Team. This group is comprised of the community agencies involved with child protection matters, including the U.S. Attorney and the F.B.I. The Team meets approximately once per month to staff cases, to examine issues, to make recommendations for system changes and to provide support for their efforts in the protection of children. Major accomplishments for the CPT included the establishment and tribal appointment of members to the Sexual Notification Committee. Another accomplishment would have to be the improved communication among all agencies working in the area of Child Abuse/Neglect. Last of all, we would have to include the matter of accountability that is expected from all agency representatives on the Child Protection team.

During FY'01, we were assigned the task of managing the Judgment Funds Program/Individual Indian Monies Program based upon revisions made to 25 C.F.R., Part 20. This included developing Policies and Procedures for processing applications for minors and legal incompetents, and developing a distribution plan for a client's use of these funds. Appropriate documents are forwarded to the B.I.A. and the Office of Trust Funds Management for their approval of the release of funds as described in the distribution plan. During the year, 20 applications were processed. Of that total three applications were approved, three denied and one was pending at the year's end. Assistance was provided to 13 account holders who were age 18 or turning 18. This program, although mandated by law, is an unfunded program by the B.I.A. There are 2990 cases that are placed in the Individual Indian Monies Program.

**B. Indian Child Welfare:** The Menominee Indian Tribe designated \$ 31,732.34 of its BIA Social Services funding for Indian Child Welfare Act activities. The work plan for the year specified that the department provide counseling/intervention services to 55 Menominee youth and their families who were involved in court proceedings as identified under the Indian Child Welfare Act. During the course of the year we were able to provide services to 57 of the 88 cases referred to the Tribe. In the remaining 31 cases, contact at the end of the fiscal year only occurred with the agencies involved as in most of those cases they were ineligible for services or did not require the Tribe's intervention. We met our objective for the year in this category. However, ICWA notices were somewhat below those reported in FY'02 in which we received 106 case referrals.

Another objective in the scope of work under the contract provided that we would intervene and participate in 100 court proceedings involving ICWA cases. We made 78 court appearances on behalf of cases.

The third objective in this program was to provide a parent education component. This was to be accomplished through Parent Education seminars to be offered at the Tribal Day Care Center. During the year, several sessions were offered including a four week session in September held in conjunction with the Family Preservation and Support Department. Classes were taught by the Menominee Language and Culture Teacher from the Day Care Center.

The Indian Child Welfare Act Program funded one full time social worker position for the year. Since the ICWA funding has changed from a competitive program to an entitlement program, we have experienced a substantial reduction in funding for program activities. We rely on Tribal funds to assist us for approximately three months of the fiscal year.

**Special Needs:**

Menominee Tribal Social Services administers the Special Needs Program. This program is totally supported with Tribal Funds and funds the Emergency Catastrophic Program. This program assists individuals in extreme situations when no other assistance is available or after all efforts to secure assistance have been exhausted.



Documentation to secure necessary funds from all possible sources is required. Families determined to be eligible for assistance can be assisted once in the fiscal year. This year, because of funding limitations, we prioritized services for medical related emergencies and those related to such catastrophes as fires, etc. We processed 124 applications for assistance this fiscal year. Ninety-seven applications were approved and 27 applications were denied. Eighty, of the 97 approved, were for medical emergencies.

### **Conclusion:**

This past year has been an exhaustive and difficult one for many reasons. It challenged all of us to reach higher levels of patience and to reach new dimensions of understanding with each other and with our leaders. All of this, I am sure, has been given to us to make us stronger, more humble and to enable us to strive for greater accomplishments personally and in our service delivery.

Funding and resources adequate to meet this department's needs continue to be serious and significant issues as well as unfunded mandates such as activities associated with I.I.M. Accounts. Without tribal funding, we would have closed our doors by mid-year. Therefore we are grateful to the Legislature for their fiscal appropriations.

In spite of all this and with a small committed staff, we have accomplished most of our objectives for the year. We continue to examine new ways to enhance our services. We know many challenges await us in the new year...the known and the unknown. We look forward to them and the opportunities they bring with them.

## **DEPARTMENT OF CHILD CARE SERVICES**

### **MISSION STATEMENT**

The purpose of the child care center is to provide a safe, stable environment where children can learn, explore, create and play with the supervision of trained child care workers who are qualified by the state of Wisconsin Department of Health and Human Services. Our goal is to help children develop positive self-images while growing physically, emotional and intellectually in a positive direction.

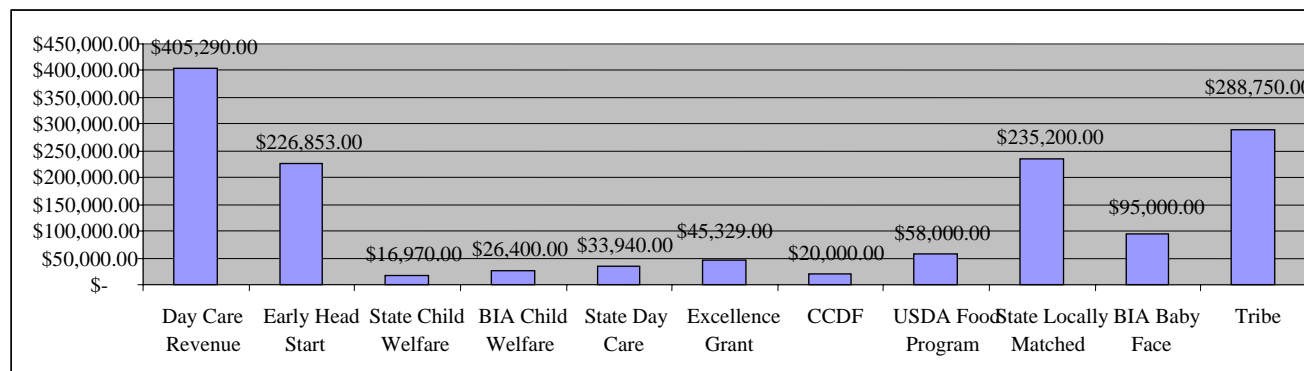
### **PHILOSOPHY**

Children learn through play. Thus, it is the adult's responsibility to provide appropriate learning materials and the social environment to enhance the learning process. Developmentally appropriate learning materials will provide opportunities for intellectual, physical, social-emotional and cultural growth. The social environment will encourage respect for the child as an individual, promote self-esteem, provide a nurturing atmosphere, and experiences that will enrich them.

### **PROGRAM HISTORY**

The department of Child Care Services, formerly known as the Menominee Tribal Day Care Center, has been serving children and families of the Menominee Indian Tribe of Wisconsin for over 15 years. The facility is open year round and is licensed for 136 children age six weeks through twelve years of age. We are nationally accredited by NAEYC-National Academy of Early Childhood programs and are the only tribal child care program in the state to achieve and maintain this status of high quality child care.

### **FUNDING SOURCES**



### **Excellence and Locally Match State grants**

We use these State funds to provide the following services in our community:

- High quality learning experiences for children:
- Parenting programs and parent educational opportunities to support parents as partners in positive child development; provide innovative, high quality programs which promote children's physical, social, emotional, cognitive and language development;
- Outreach and training to other child care providers in the local community.

## **EARLY HEAD START**

The Early Head Start Program was funded for 45 center based children and pre-natal mothers to receive comprehensive service for optimal development. In the fiscal year we did serve 45 children and their families and also served six pre-natal mothers. The services for the center based children encompassed a curriculum that developed the child as a whole. The curriculum helped the teaching staff to individualize lesson plans to help each child develop their sensory organization and interest in the world, it also helped the children to develop relationships with each other and helped build self confidence, feeling of control over self and the environment. The services did not just include the curriculum but also the healthy aspect of the child. The program worked cooperatively with the parent or guardian to ensure that the child was receiving their physicals or well child checks and that each child was current in their immunizations. The parent or guardian was also invited to share in the education of their child and attend the Parent Partnership meeting where the teaching staff and parent or guardian discussed their child's development both at the center and at home. The program builds a relationship with a family as a whole. The family receives a Family Service Manager from the program and they both work on goals that the family wants to reach. The goals can range from receiving energy assistance to get started on buying their own home. The pre-natal mothers received a Family Service Manager who went into the home and discussed the stages of pregnancy and what to expect. The pre-natal mother was also to work on goals she wanted to achieve and set up a plan on how she was to achieve these goals. The program and the pre-natal mother also worked on making sure she made it to her pre-natal appointments and was getting health care services. The mother was also provided with information on what to expect after the baby was born and what the best advice is from the pediatrician on baby development. This program is a great asset to the Menominee Tribe because it starts out with the children in the early years of development and encompasses the whole family.

## **SCHOOL AGE PROGRAM**

We serve school-age children, ages 5 to 12, all year round. We generally have approximately 36 children during the school year with two staff members. Our school age staff is all highly trained, either finishing up their associate degree or going to trainings for school age children. During holidays and no school days, our staff plan local field trips or parties and fun activities for the children. Some of these activities include creating a haunted room for the younger children to go through, making banners for parades, stuffing themselves on a pizza party, and decorating their classrooms. During school months teachers offer help with homework or activities to wind down from the day. Our Menominee Language/Culture teacher also visits the classroom weekly and does activities with the children. Our Summer School-age program served approximately 48 children this summer. We had two teachers and an aid on staff for this group. The children were split into two classrooms, moving from classroom to classroom for different activities. One classroom featured arts, crafts, and science areas. The other classroom featured two computers, Nintendo 64, the television, air hockey game and karaoke machine. Cooking experiences were done on a regular basis. Children helped in the making of popcorn, cookies, muffins, snow cones, banana splits, and cook outs. The children also had the opportunity to have outside play in their own play yard, with equipment suitable for their age. Kickball, soccer, and baseball were regularly played as well as free play. We offered a number of field trips locally and further abroad. Some of the local activities included bowling, the movies, tour of Twigs, and lunch at the park. Other field trips included a trip to the Timber Rattlers, Funset Blvd, Bay Beach, Johanne's Water Park, A-Maze-Ment Park, Railroad Museum, and Rainbow Falls. Parents chaperoned when possible. Summer staff also accompanied when necessary. Construction for a classroom in the basement is in progress and is scheduled will be finished by October 31, 2003. This will feature a full kitchen, with stove, refrigerator, sink, microwave, popcorn popper, and cupboards. The kitchen will allow for more experiences for the children. There will be two bathrooms and will be self-contained. This classroom will be able to house 60 children.

## **MENOMINEE LANGUAGE/CULTURE PROGRAM**

We know that Children learn through play and at this level the Menominee Language and Culture teacher, Rebecca Hawpetoss, actually teaches at the developmentally appropriate level of infants and toddlers. Children learn about the Menominee Language and Culture through fun activities. We feel it is our responsibility to teach our Native Language/Culture to our children and their parents and to the staff members here at the child care program. It is important that we implement the Menominee Language and Culture program at this young age to preserve the Menominee Heritage for the up- coming generations.

Activities at the center include:

- Incorporating the Language/Culture with the teacher's lessons.
- Share with the teachers Menominee words and encourage them to use the language even if they are non-native.
- Work with the children in the classroom doing hands on activities such as of art projects which children take home for the family to all learn together.
- Have Menominee Language/Culture Parent meetings every month.
- Menominee Language and Culture has weekly meetings with the Language and Culture Commission for on-going training of Menominee Language.

- Create a cultural look with in our building to let our visitors know that we take pride with the Menominee Heritage.

### **MENOMINEE BABY FACE PROGRAM**

The purpose of the Baby FACE (Family and Children Education) program is to address the literacy needs of the family and to support parents of children between the ages of newborn and 5 years old. Baby FACE is a free program with no cost to participating families.

- Supports parents in their roll as their child's first and most influential teacher.
- Parent educators make home visits weekly, bi-weekly or monthly to implement age appropriate activities following the PAT curriculum.

### **MENOMINEE TRIBAL CHILD SUPPORT AGENCY**

The Menominee Indian Tribe of Wisconsin assumed responsibility for providing Child Support services on January 1, 2000. The fiscal year ending September 30, 2003 marked the end of the first fiscal year that we have received federal funding for the full year. The Child Support Enforcement Program is authorized and defined by statute, Title 1V-D of the Social Security Act. We operate under Federal Regulations and Tribal ordinances and policies and procedures and we use the state regulations as a guideline in administering the program in the absence of Tribal ordinances, rules and regulations. We work in close cooperation with the Menominee Tribal Courts in the processing of support services and coordinate with other Child Support Agencies, both Tribal and county. Because of direct federal funding, we are going through a complete revision and rule-making process, along with refining internal policies and procedures.

One of the most important measures of any child support agency is its ability to deliver support to the children relying on it. The primary focus of the Menominee Tribal Support Program is directed toward providing assistance to promote stability, health, safety and economic security for children in need of support. We are committed to utilizing all available resources to improve the quality of life for children. Our agency works cooperatively with other agencies, counties and states to enforce child support matters when the non-custodial parent resides in Menominee Reservation/County.

Because we recognize the critical role that mothers, fathers, and other caretakers play in the lives of children, services are extended to parents and custodians as well.

Services to children and families include assistance in establishing paternity, establishing child support and/or medical support, monitoring child support orders and pursuing enforcement of Tribal Court orders and Tribal divorce child support orders. The Child Support Specialists initiate court action to secure enforcement of child support payments, track, review and monitor assigned cases, monitor child support payments made by non-custodial parents and child support arrears. The Paternity Specialist is responsible for paternity establishment – the process of legally determining the identity of the father of a non-marital child. Paternity may be established through court ordered action or voluntarily acknowledged. Services include DNA testing, court action and other services necessary to ensure paternity establishment and support for the children we serve. A knowledgeable Attorney is on staff to assist with legal advice and consultation to staff and to present these cases in court. We are fortunate to have a person who understands the uniqueness of providing Child Support services in the Tribal setting.

Although our program is in its infancy stages, it has grown substantially since its inception. There were a total of 1,522 cases open as of 9/30/2003. The average caseload per worker is 462. The Paternity Specialist caseload for this same period was 137. Once Paternity is established, paternity cases are transferred and assigned to a Child Support Specialist. Funding has been secured for twelve staff positions. They include a Child Support Manager, an Attorney, a Paternity Specialist, four Child Support Specialists, a Child Support Clerk, a Financial Clerk, two Management Information Analysts and a Receptionist. Our total operating budget for Child Support services for FY 2004 is \$927,729.00. Of this amount, \$828,543.00 comes from a federal grant and \$99,075.00 is a required Tribal match. These funds are directed toward staffing expenses, operating expenses, staff training and contracts necessary to carry out the services we provide. In-kind services are also contributed and tracked.

We currently use three computer programs for the tracking and monitoring of cases, for financial and statistical monitoring and for the receipting and disbursement of revenue and payments. These include the state KIDS (Kids Information Data System, The Tribe's Fundware System and the MINDS (Menominee Nation Data System). The Tribe's MIS Department, Tribal Social Services and the Child Support Agency are currently involved in a major undertaking to develop our own computer data system, which we hope will be more user-friendly for the workers who work with the systems on a daily basis. Many groups have an interest in how we serve our clients, including the federal government, those we serve and the general public, to name but a few. Management Information systems are an effective tool in evaluating our performance and in evaluating the outcomes and impacts that the program hopes to achieve with regard to service delivery and cost efficiency. Information gathered from such a

system is important in gauging our performance, identifying problem areas and setting future performance expectations.

## **SOUTH BRANCH COMMUNITY**

Tony Warrington, President

The Menominee Aging Division serves 6 to 10 meals daily to South Branch Elders.

The Johnson O'Malley Program has one aide currently working in the Study Center.

Maehnowesekiyah provides the Trails program along with Arts and Crafts to our area youth.

Yvette Snow worked on receiving a grant from the Diocese of Green Bay in the amount of \$1,250.00, in which Margaret Snow will teach Menominee Language and Culture.

The Community Garden produced a variety of vegetables. The seeds were provided to the center by Jonsie Miller, weeding the garden was a task in itself, which Lloyd Pecore generously took on with the help of his tractor.

We have currently two employees from the National Indian Service Center Program from Green Bay who are currently working to provide a number of services to the community.

Throughout the year the community center was utilized for the following:

- |                       |                   |
|-----------------------|-------------------|
| 1) One Family Reunion | 3) Two Birthdays  |
| 2) One Baby Shower    | 4) Three Funerals |

For a couple of weeks in June the South Branch Community Center was the home to fifteen youth and three chaperones from Detroit Michigan. The Mission group along with the Menominee Youth Alliance provided service learning throughout the community. A lot of hard work and friendships were formed which was a great learning experience for everyone. Mr. & Mrs. Dave Grignon provided us with a meal, which was greatly appreciated. Mark Caskey, along with Orman Waukau, furnished supplies that were used to construct and reserve a number of different projects throughout the Menominee Reservation. A basketball court is currently under construction as a part of the Recreation Project spearheaded by Buckle Waukau.

A huge Thank You goes out to all who were involved with all the projects implemented at the Center.

## **TAX COMMISSIONER**

Roberta Reiter, Director

The Tax Commissioner's office monitors and enforces tribal regulatory permits, ordinances, licenses and payment of tribal taxes. The office is responsible for the State of Wisconsin Cigarette Tax Refunds and the State of Wisconsin Tobacco Refunds.

The Gasoline Tax Refund for fleet vehicles is also prepared in the Tax Commissioner's office. To apply for the gasoline tax refund all Tribal departments with fleet vehicles must submit monthly gasoline invoices which are then totaled for the year and submitted on form 8849 provided by the Department of the Treasury – Internal Revenue Service.

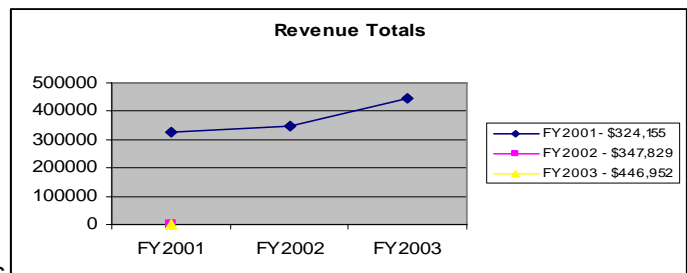
The amount budgeted for the Tax Commissioner's Office operation was \$66,687.00. Total Expenditures were \$66,025.80.

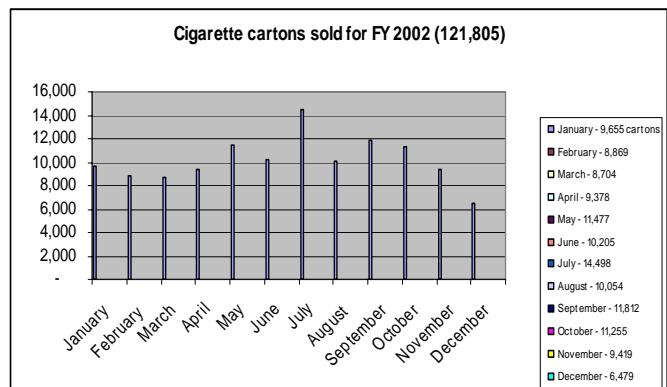
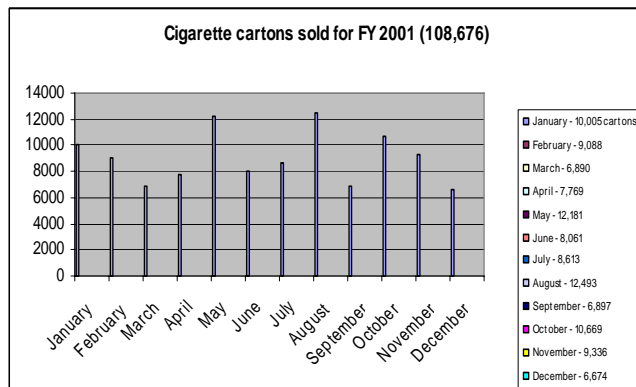
As you can see in the graph below it shows an incline in revenue total even with a decline in the economy.

The ordinances that are enforced include:

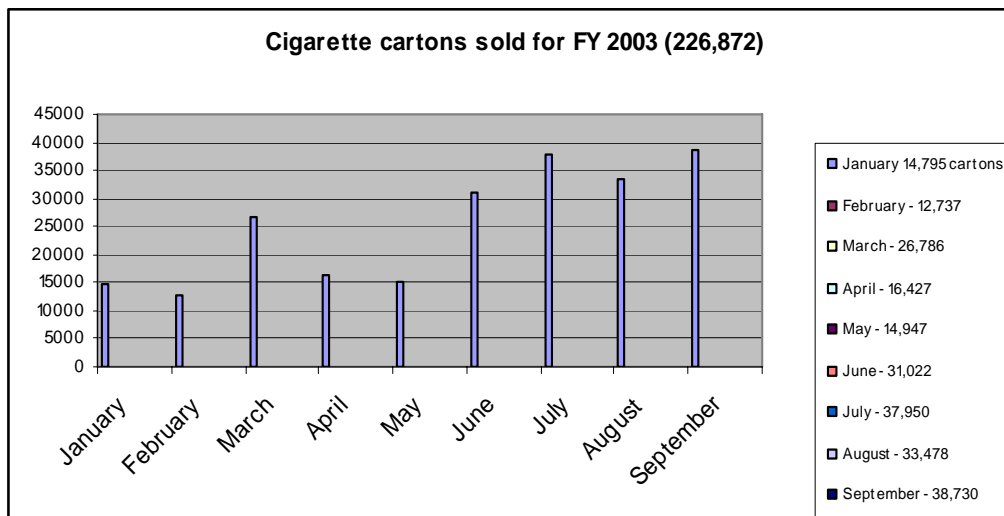
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| No. 79-04 | Cigarette                                |
| No. 80-13 | Rafting                                  |
| No. 82-10 | Tribal Preference                        |
| No. 82-19 | Use Tax on Construction Material         |
| No. 82-22 | Construction Material Purchased from MTE |
| No. 83-03 | Fireworks                                |
| No. 94-15 | Hotel Room Tax.                          |

The following graphs show the increase in cigarette cartons through FY2001, FY2002 & FY2003.





The following graph shows the increase in cigarette cartons sold on the Menominee Reservation within the months of January thru September and have an increase 118,196 since FY2002.



## TRIBAL ADMINISTRATOR

Annmari Johnson, Administrative Manager

Tribal Administration's mission is to be responsive to the present and future public administration needs of the Menominee Indian Tribe of Wisconsin. We are committed to being knowledgeable, dedicated and resourceful, and meeting a standard of excellence through the use of teamwork. Working cooperatively with all departments and external agencies, we will strive to:

- Understand the needs of the community;
- Enhance the level and quality of services provided to the community by providing the best technical assistance and advice possible to all departments;
- Monitor Federal, State and Tribal contracts and grants to ensure compliance with applicable laws, regulations and other requirements; and
- Protect the Tribe's resources and interests

Tribal Administration advances the interests of the Tribe by coordinating many of the Tribe's various activities, working collaboratively with available resources to help gauge the demands and desires of the public, and by promoting those resources that are responsible for designing solutions to the problems that face the public. The office employs an Administrative Manager, three Administrative Service Officers, one administrative assistant, one receptionist, one budget specialist, two grant writer's and one assistant grant writer. The staff is committed to promoting productive relations between labor and management, providing practical direction and advice, and meeting a standard of excellence through the use of cooperation and teamwork.

Tribal Administration principally only provides direct services to, and is funded directly by, federal, state, tribal, and privately funded programs. Accordingly, the greater part of this office's efforts are concentrated on ensuring that obligations borne out of funding contracts and grants are properly put into practice. Obligations such as the proper performance of goals and objectives, meeting of deadlines and other important timelines, submittal of reports and

other forms of correspondence, and management of staff and resources are often key elements of any contract or grant, and therefore receive special attention by office staff. With the hard work of the Tribe's directors, Administration's oversight, and the support of the Legislature and Chairman's Office, the Tribe is without question one of the most effective, progressive, and proactive contract and grant administrators in Indian Country.

Tribal Administration's days-to-day activities frequently involve (a) providing direct supervision to 29 of the Tribe's 41 departments; (b) establishing and maintaining positive and productive contacts with outside funding agencies; (c) reviewing, recording, and monitoring activities to ensure compliance with federal, state, and local mandates; (d) receiving, reposting, and distributing federal, state, and local contract and grant related information; (e) providing technical assistance and advice to all departments of the Tribe; (f) providing intermediate communication and direction between the Legislature and other departments; and (g) performing such other tasks as are periodically assigned by the Chairman's Office and the Legislature.

Departments that are supervised by the Administrative Service Officers include:

Tribal Clinic	Social Services	Maehnowesekiyah
Community Development	Head Start	MIS
CBRF	Daycare	Tribal School
Environmental Services	Family Preservation	General Assistance Program
Maintenance	Recreation	License and Permits
Housing	Johnson O'Malley	Enrollment
Historic Preservation	Education	Tribal Utilities
Property Management	Library	Probation
Tax Commissioner	Conservation	Tribal News
	Food Distribution	

Administration also provides technical assistance to Law Enforcement, Gaming Commission and Language and Culture.

The following are a few highlights of Administration's accomplishments over the past year—

- Ordinance 95-04, Government Plan implementing a new structure for Administration as the former position of Tribal Administrator was renamed the Administrative Manager and the responsibility of the position requires providing the Legislature and Tribal Chairperson with technical advice and assistance on matters relating to administration of government. The former positions of Assistant Tribal Administrator have changed to Administrative Service Officer whose responsibility will be to supervise the 29 departments and to provide technical assistance to departments and to communicate directives and initiatives of the Tribe to assure and maintain compliance.
- Administration continued to assist the Legislature in the preparation of the 2003 annual Tribal budget. This is a monumental task that requires the close cooperation of all departments, the assistance of various outside agencies, such as the Casino and the County, input from the Legislature and, ultimately, the Legislature's approval. This year a budget manual is currently being drafted to outline the process and preparation needed in order to prepare the budget for the Legislature's approval.
- This year Administration welcomes two new directors to the organization: Shannon Wilber, Family Preservation and Support and Betty Jo Wozniak, Maehnowesekiyah Director. We also welcome our elected and appointed officials Chief of Police Judy Duquain and Chief Justice Robert Kittecon.
- Administration, through its Grant Writer staff, contributed significantly to the preparation and submission of numerous contract and grant applications. They assisted in or were directly responsible for the preparation, submission, and award of 29 contracts and grants totaling \$2,957,597. In addition to these contracts and grants, this office had 33 other contracts and grants pending which totaled \$13,297,859. This also demonstrates the commitment many of our director's have made to ease the Tribe's financial burden.

Finally, I would like to express thanks to the Tribal Legislature and employees for their hard work, understanding, and total commitment to the welfare of our Tribe. Without their support, we would not be able to effectively provide the vital services needed for our members. During the coming months we most certainly will face the challenges of forging a new future for the Tribe. I am confident that the leadership, employees and enrolled members of the Tribe are up to the task and will prevail.

## TRIBAL JUDICIARY

Robert Kittecon, Chief Justice

The primary role of the court is to provide judicial services on the Menominee Indian Reservation with other State and Federal government agencies. Children, family and guardianship matters are handled through Tribal Social Services and Menominee County Health & Human Services Department.

Court personnel consist of Chief Justice, Trial Judges (2), Associate Justices (one vacancy), Deputy Clerks of Court (3), Administrative Assistant and Bailiff.

### STATISTICS

	<u>Filed</u>	<u>Heard</u>
Motor Vehicle	544	654
Curfew & Underage Drinking	132	264
Conservation/Adult Ordinances	104	109
Tuancy	229	305
Juvenile Motor Veh.	16	18
Restraining Orders	39	38
Order to Show Cause	25	47
Adult Criminal	646	1679
Civil Cases	242	266
Juvenile/JIPS	134	456
Custody	12	26
Adoptions/TPR'S	5	10
Child Support/Paternity	152	645
Wellness Court	19	341
Extradition	4	4

(Civil cases include Small Claims, Civil, Divorce, Probate, Relinquishments, Name Changes and Guardianships.)

### BUDGET – FY '03

BIA	\$407,872.00
Tribal	<u>126,333.00</u>
Total	\$534,205.00

### INCOME RECEIVED '03

\$141,585.31

### PROBLEMS

High volume of work continues.

### ACCOMPLISHMENTS

The court maintains a positive working relationship with all pertinent agencies in crime reduction on the Menominee Indian Reservation/County.

Overdue fines have lessened due to the Court's action in allowing community service; thereby assisting the community and individuals.

### NIGHT COURT

Juveniles were able to attend school; this allows them to fulfill their court obligations on Tuesday evenings.

### EXTRADITION

Due to the United States Supreme Court decision Nevade vs. Hicks and the amended Menominee Tribal Ordinance (81-22), the Menominee Tribal Court now hears extradition matters.

### GENERAL STATEMENT

Judicial Services has fulfilled all compliances set forth in the Indian Civil Rights Act and the Menominee Tribal Constitution.

## TRIBAL UTILITY

Dave Corn, Director

The Menominee Tribal Utilities Department provides sewer, water, septic and electricity within the Reservation boundaries. The electricity is in Middle Village only.

**Our customer load is as follows:**

**Middle Village**

78 Residential sewer, water, electric  
6 Commercial sewer, water, electric  
6 Commercial electric only

**Neopit**

210 Residential sewer and water  
21 Commercial sewer and water

**Zoar**

23 Residential water  
4 Commercial water

**Redwing**

21 Residential water

**Trailer Court**

17 Residential water

**Keshena**

305 Residential sewer and water  
55 Commercial sewer and water

**Administration:**

The Menominee Tribal Utilities Department consists of a Director, Office Administrator and (3) Certified Utility Operators.

**Projects:**

The Neopit Lagoon Project, we will be putting it out for bids in October 2003.

The grant application for the Keshena water project is in process. This would be for a new well, tower and water main loops.

We will be installing 700ft of water main lines in the Pine Ridge area along with 700ft of laterals in October 2003.

**Completed Projects in 2003:**

- ~New Keshena Wastewater Treatment Plant.
- ~Water main loop by the Old Keshena Fire Station.
- ~Sewer extension to the new Menominee County Highway Department.
- ~Water main loop along Hwy 47/55 to the Casino area.
- ~Water main loop from School View to Warrington Road.
- ~Tribal Lift Station and Pine Meadows Lift Station both had the lift stations replaced.
- ~Installed a new force main from Pine Meadows to the new Keshena Wastewater Treatment Plant.
- ~Removed the Warrington Lift Station and installed a new sewer main to the Pine Meadows Lift Station.
- ~Completed the upgrade of the Middle Village Wastewater Treatment Plant.

## **WOODLAND YOUTH SERVICES**

Laurie Reiter, Director

The Woodland Boys & Girls Club has made tremendous progress in the administrative area. This was an area that endured much difficulty in the past few years. Previous management was not accessing funds that were available and the recordkeeping included annual audits were not completed. Through the directives of the Board of Directors, Chairman, Ron Corn, Vice-Chairman, Wendell Askenette, Secretary-Treasurer, Sharon Waukau and Board members, Roger McPherson, Twila Peters, Dale Kaquatosh, Wilmer Peters, Gary Besaw, and Duane Waukau, the Boys & Girls Club has managed to get an audit completed and two in the process.

The club currently has four (4) employees, a director, secretary and two (2) youth coordinators. With the help of two JTP workers throughout parts of the year (seasonal), the Club has been able to remain open with adequate staffing.

In the past year we have served about 30-40 different kids per day. During the summer months collaborate with JTP and JOM in providing educational but fun learning activities with the youth employment workers (60). This year the kids did a skit regarding parenting, violence and bullying.

We have held numerous events and activities from swimming, pizza parties, a small pow-wow, and a trip to Wisconsin Dells, Little League, Smart Girls, Memorial Day Parade floats and several dances. Each year the club received toys sponsored by Good Morning America and Oprah Winfrey for Christmas which was given out to many of our member families. Hopefully this will continue.

Our goal is to provide fun activities that keep our children occupied and involved with positive projects. In doing so, we are starting our first year with after school tutoring through the collective efforts with Menominee Tribal School.



We successfully landed a 21<sup>st</sup> Century Grant whereas the Woodland Boys & Girls Club is sited as a site for a "Learning Center". These funds will allow for tutor and computer tech to be available at the Club and kids will have the opportunity to improve their academic skills. This program is in its infancy and will be tracked appropriately.

We have also started a new program requiring "parenting involvement." This program requires parents to come to the Club with their child (ren) for at least two hours per month. As a reward and incentive, the parents received food baskets valued over \$100.00. The 501C3 status (non-profit) allows the Club to purchase food for \$0.16 per pound. The Board of Directors and staff have been working with Nii Jii for support for this program and are currently waiting for their approval.

A special note must be made for the donations provided by Michael Chapman who provided the Club with \$500.00 for the Club, \$500.00 for Menominee Boxing and \$250.00 for the Menominee Library. His generous contributions are thoroughly enjoyed by our youth. Laurie Boivin also donates her community meeting payments to the Club. Also, the Woodland Boys & Girls Club Board of Directors all donated a few dollars for membership fees for our kids. These generous people are what keep Boys & Girls Club's of America open and serviceable.

We continue to search grant agencies for funding and this year we have had the following success:

\$ 25,000.00	OJP
25,000.00	HUD
7,750.00	Quick Smart-Phillip Morris Grant
42,301.00	Menominee Indian Tribe of Wisconsin
1,500.00	Edna McConnell Grant
9,000.00	Targeted Outreach
8,000.00	Governor's Inauguration
20,000.00	SOE
<b>\$ 138,551.00</b>	<b>TOTAL</b>

## **ZOAR CEREMONIAL**

Terri Katchenago

The Zoar Ceremonial Building is maintained by the Tribe. The building is used for "Big Drum" Ceremonies, seasonal services, funerals and spiritual healing.

The Zoar Ceremonial Building is also used for AODA awareness, Youth Trails meetings, JOM youth arts & crafts, community meeting site with Tribal Legislators and as an Emergency site as needed or requested.

This year's budget was in the amount of \$5,869.00. The budget covers the basic costs of gas, utilities and insurance.

The building is in need of many repairs and maintenance. We do accept donations of money or items that can be used in the building; such as furniture or cleaning/repair supplies. Anyone who would like to make a donation can contact the Legislative Staff department or the Chairman's office. I would like to take this time to thank Michael Chapman for his donation of \$250.00 to the Zoar Ceremonial Building.